

**CITY OF BROCKTON
POLICY FOR ACCESS AND USE OF
TELECOMMUNICATIONS EQUIPMENT**

1. PURPOSE AND SCOPE

The purpose of this policy is to set forth the City of Brockton's standards for the use of the City's telecommunications systems including telephones, electronic mail (e-mail), facsimile machines, and the Internet and through this technology, allow the City to serve the public more effectively.

2. APPLICABILITY

All General Government employees of the City of Brockton are subject to the provisions of this policy.

3. POLICY

The City of Brockton provides their employees with the capability to transmit information through voice mail, facsimile, e-mail and through the Internet. The use of such equipment will be subject to the management oversight as any other employee activity. The telecommunication systems are the property of the City of Brockton and shall be used only for business purposes of the City.

The Information Technology Board, by City Ordinance, has prepared in depth policies for technology services. They now have been documented and posted on the City's Web site.

4. PROCEDURES

4.1 Any personal use of the system shall not be allowed except during a designated lunch period, and such use must not interfere with the system's ability to serve its intended purpose or with individual performance. Use of the system for any commercial purpose is prohibited. Abuse of this privilege may result in loss of use for the individual and any other person involved in such activity.

4.2 All information sent or received by e-mail or the Internet is passed through the city's computer systems and deleting such information may not remove such information from the City's computer files and subject to certain exceptions in the law, may be considered public records.

4.3 Notwithstanding the City's right to review any voice mail or e-mail message and Internet postings, such messages shall be treated as confidential by other employees and shall be accessed only by the intended recipient. With the exception of the provision provided in sub-section 4.6 herein employees shall not use a password, access a file, or retrieve any stored information which is not their own.

4.4 The telecommunications system shall not be used to transmit any offensive or disruptive information or images. Any message or image that contain sexual implications, racial slurs, gender specific comments, or any other comment that offensively addresses someone's age, sexual orientation, religious or political beliefs, national origin, or disability shall be considered offensive and disruptive under this sub-section.

4.5 The telecommunications systems shall not be used for any illegal activity, including but not limited to, the transmission of copyright or trade secret material, the transmission of obscene, defamatory, or threatening material, or the propagation of any type of criminal activity.

4.6 City of Brockton through the Information Technology Center reserves the right to intercept, monitor, review and/or disclose any and all messages composed, sent or received. The interception, monitoring and reviewing of messages may be performed with the assistance of content filtering software, or by designated City of Brockton employees and/or designated external entities. Upon the request of the department head, and subject to the approval of the Mayor, the monitoring of an individuals use of telecommunications systems may be authorized. Reasons for monitoring include, but are not limited to, review of employee productivity, investigations into claims of possible criminal activity, and investigations into violations of this policy. No personnel action will be taken solely on the basis of personal information, which is unrelated to the reason for the monitoring that may be unintentionally encountered in such monitoring.

4.7 All users of the systems are expected to undertake precautions to prevent infection of City computers by computer viruses. Executable programs from other sites to City computers may not be used unless they have been authorized by the Director of the Information Technology Center and have been subjected to virus detection procedures approved by ITC. The Information Technology Center may from time to time impose additional restrictions or regulations on the importing of remote files and such restriction or regulations shall be considered part of this policy.

4.8. Public records laws guarantee citizen access to governmental processes and require governmental accountability. However, they do not require unlimited access to governmental employees to use their time responding to specialized data requests free of charge. The City can charge for specialized analysis and reporting if requested. The Office of the Secretary of State has promulgated a schedule of allowable charges for the retrieval of data which has been determined to be a matter of public records.

4.9 For security purposes, employees shall either log off or revert back to a password screen saver when leaving their computer for an extended period of time. When leaving for the day, employees shall log off and shut off their computer. All electronic media should be kept away from magnets including those found in telephone receivers and paper clip holders.

4.10 E-mail and Internet users are representing the City in their communications. They may not construct a communication so it appears to be from someone else.

4.11 Department heads are responsible for ensuring that all their employees using the City's telecommunications systems have read this policy and understand its applicability to their activities.

5. SANCTIONS

The use of the City's telecommunications systems constitutes employee consent to monitoring of systems and is conditioned upon strict adherence to this policy. Any employee who violates this policy or uses the City's telecommunications system for improper purposes shall be subject to discipline, up to and including discharge.

**Access and Use of Telecommunications Systems Policy
Employee Confirmation of Receipt**

The use of the City's telecommunications system constitutes employee consent to monitoring of systems and is conditioned upon strict adherence to this policy. Any employee who violates this policy or uses the City's telecommunications system for improper purposes shall be subject to discipline, up to and including discharge.

I certify that I was given a copy of this policy and provided the opportunity to ask questions about its content.

Employee Name

Employee Signature/Date