



**Administrative Policy**  
**COMPUTER USAGE**  
**Information Technology – A203**

Effective Date:

December 2006

Revised Date:

November 2014

**INTRODUCTION**

The Town provides Electronic Technology Resources to Town Staff and Officials. Access to Electronic Technology Resources is a privilege that imposes certain responsibilities and obligations. This privilege is granted subject to Town policies and codes, and Federal and State laws. Electronic Technology Resources are provided to facilitate Official's and Staff's ability to perform their job efficiently and productively. The purpose of this Policy is to promote the efficient, ethical and lawful use of Electronic Technology Resources and ensure that the Electronic Technology Resources are not compromised or damaged.

**SCOPE**

This policy applies to all Users of Electronic Technology Resources, whether such Users are accessing the Electronic Technology Resources locally or remotely.

**DEFINITIONS**

Electronic Technology Resources – All electronic information systems owned or leased by the Town, including, but not limited to, host computers, file servers, routers, switches, hubs, modems, workstations, stand alone computers, laptops, printers, scanners, software, internal or external data communication networks, and all other network resources.

Users – All employees, elected and appointed officials, independent contractors, and other persons or entities accessing or using Electronic Technology Resources.

E-mail is the ability to compose and distribute messages, documents, files, software or images by electronic means over a network connection.

Software is the computer programs that reside in any type of computer to perform a desired function. It encompasses programs provided by the manufacturer or a departmental software vendor.

Network resources include the hardware and software necessary to connect computers and resources into a communication system.

**OWNERSHIP AND PRIVACY EXPECTATIONS**

All Electronic Technology Resources and all information transmitted by, received from, and stored on Electronic Technology Resources are property of the Town. The Town reserves the right to inspect all data and other electronic files at any time on Electronic Technology Resources without advance notice.



**Administrative Policy**  
**COMPUTER USAGE**  
**Information Technology – A203**

Effective Date:

December 2006

Revised Date:

November 2014

E-mail created, sent, or received through the use of Electronic Technology resources is the property of the Town of Payson.

Users can have no expectations of privacy in anything they create, send, store or receive on any Electronic Technology Resources.

The Town utilizes software to monitor all internet sites visited on Electronic Technology Resources.

The IT Division reserves the right to utilize “Remote Control” software or other such facilities, at any time, to view, modify, and control the screens, programs, of any electronic technology device attached either locally or remotely to the Town network.

**PERSONAL ELECTRONIC EQUIPMENT**

Users shall not connect or attempt to connect any personal computer, data storage device (such as CDs/DVDs, external hard drives, flash drives, “smart” phones, iPods/iPads/iTouch or similar devices, mobile computing devices, or other data storage media), or image-recording device to Electronic Technology Resources unless expressly permitted to do so by the Information Technology Division.

Any User connecting or attempting to connect a personal computing device, data storage device, or image-recording device to Electronic Technology Resources agrees to allow the Town to inspect personal computer, data storage device, or image-recording and to analyze any files, other data, data storage devices, or media that may be within or connectable to the personal computer or image-recording device in question. A User’s failure to allow inspection of such items may be subject to disciplinary action.

**GENERAL USAGE**

A User of Electronic Technology Resources is representing the Town. Employees must use good judgment in all Electronic Technology Resources utilization.

Users are expected to use Electronic Technology Resources responsibly and professionally.

Users are individually liable for any and all damages incurred as a result of violating Town of Payson computer usage policy, copyright, and licensing agreements.

The use of Electronic Technology Resources must be consistent with, and directly related to, the objectives of the objectives of the Town of Payson.



**Administrative Policy**  
**COMPUTER USAGE**  
**Information Technology – A203**

Effective Date:

December 2006

Revised Date:

November 2014

In addition to the remainder of this Policy, the following are specific violations of this Electronic Technology Resources Policy:

1. Use of Electronic Technology Resources for any personal or recreational use. Examples of such personal or recreational use would include, but not be limited to (i) seeking, accessing, or downloading material that is not job related; (ii) accessing chat rooms; (iii) playing, accessing, or downloading games; and/or (iv) the use of Instant Message unless preapproved and necessary for work functions.
2. Revealing one's password to anyone else, using anyone else's password, or pretending to be someone else when sending information over the computer network. Mechanisms are in place that would allow personnel access to a coworker's files or e-mail should that co-worker be unexpectedly unavailable. This request should be made in writing to the IT Division from the immediate supervisor.
3. Use of profane, vulgar, threatening, defamatory, abusive, discriminatory, harassing or otherwise objectionable or criminal language in any message.
4. Violating copyright laws. (Users should assume that all materials available on the Internet are protected by copyright).
5. Forwarding any non work related emails including, but not limited to sending "chain letters" or "broadcast" messages to lists or individuals or subscribing to "listserves" or "newsgroups" without prior permission.
6. Unauthorized streaming of any audio or video. Job related streaming may only be done with supervisor approval.
7. Attempting to harm, modify or destroy data of another user.
8. Vandalizing or causing physical damage, reconfiguring, or destroying data on Electronic Technology Resources.
9. Using Electronic Technology Resources for political campaigning purposes, including attempts to influence ballot questions or to promote or oppose a candidate for public office.
10. Using Electronic Technology Resources in a manner that would violate any Federal or State law or subject to user or the Town of Payson to any civil or criminal action. This includes, but is not limited to, the transmission of threatening material, the spreading of computer viruses, participating in software piracy, using the Town of Payson's technology network for gambling, or arranging for the sale or purchase of drugs or alcohol.
11. Load User owned or non-Town purchased software on Electronic Technology Resources, regardless of purpose. This includes software, wallpaper, screensavers, sound effects, freeware, personal software or internet distributed programs.
12. Send or forward an e-mail without clearly indentifying the sender.



**Administrative Policy**  
**COMPUTER USAGE**  
**Information Technology – A203**

Effective Date:

December 2006

Revised Date:

November 2014

13. Altering the system settings of Electronic Technology Resources through any system setup or Windows utility. This includes changing the software or hardware settings on another user's computer.
14. Attempting to gain access to information, computer accounts, or other computing resources in which you are not authorized. This includes other employees email or attempting to override any firewall established on the network.
15. Allowing any non-User (e.g., employee spouse, family member, etc) to use Electronic Technology Resources. This does not include automatic upgrades to authorized software.
16. Abusing special privileges that have been granted for use of Electronic Technology Resources.
17. Knowingly and falsely taking the identity of another employee while accessing any Town owned computer. Example: Finding a computer in which somebody else has signed on and sending e-mail using the other person's identity.
18. Failing to log off, lock, or shut down a PC workstation at the end of a shift. Departmental exceptions, such as computer aided dispatch and 911 computers are permissible if in accordance with Departmental policy.
19. Use of internet browsers other than Internet Explorer. IT may grant exceptions to the requirement, but such exceptions shall be narrowly tailored to specific needs.
20. Accessing another user's computer, computer files, or electronic mail messages without prior authorization from either the employee or immediate supervisor.
21. Not following any reasonable directive of a member of the Information Technology Division.
22. Knowingly attempting to do any prohibited act, even if the User is unsuccessful in accomplishing the act.