

Introduced by: City Manager Herron
Date August 24, 1999
Action: Adopted
Vote: Unanimous

CITY OF BETHEL, ALASKA

RESOLUTION #99-18

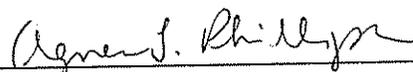
A RESOLUTION ADOPTING A POLICY REGARDING INTERNET USE, E-MAIL, COMPUTERS AND COMPUTER SOFTWARE, VOICE MAIL, TELEPHONES, FAX MACHINES, PHOTOCOPIERS, AND OTHER CITY EQUIPMENT OR FACILITIES

WHEREAS, the City of Bethel ("City") provides access to the internet, e-mail, computers and computer software, voice mail, telephones, fax machines, photocopiers, and other City equipment or facilities ("such items") to its employees for work related projects and business; and

WHEREAS, the City wishes to establish a policy for use of such items by its employees;

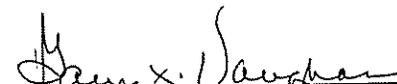
NOW, THEREFORE, BE IT RESOLVED that the City Council of Bethel, Alaska, hereby adopts the attached Policy Regarding Internet Use, E-mail, Computers and Computer Software, Voice Mail, Telephones, Fax Machines, Photocopiers, and other City Equipment or Facilities.

PASSED AND APPROVED THIS 24th DAY OF AUGUST 1999, by a vote of * in favor and * opposed.



Agnes L. Phillips, Mayor

ATTEST:



Gaye J. Vaughan, City Clerk

**City of Bethel Policy Regarding Internet Use, E-mail, Computers and
Computer Software, Voice Mail, Telephones, Fax Machines, Photocopiers,
and Other City Equipment or Facilities**

This document describes the City of Bethel's ("City") policy regarding use of the Internet, E-mail, computer software, voice mail, and all other equipment or facilities owned or leased by the City, including, but not limited to, computers, telephones, fax machines, and photocopiers.

Internet access, E-mail use, computers and computer software, telephones, voice mail, fax machines, photocopiers, and all other equipment owned or leased by the City (referred to in this policy as "such items") are provided to employees for work-related purposes only. **Employees have no privacy interests in the use of such items.** Instead, such items are provided solely for use in work-related transactions or work-related communications for, or on behalf of, the City.

Employees are not to use any such items for their own personal or private matters, or to communicate their own personal or private matters by means of such items, unless authorized to do so for limited times during meal breaks or rest periods by their current Department Head or the City Manager.

Notwithstanding the above provision regarding the use of such items for personal or private matters, employees shall not at any time communicate anything that might be construed as discrimination or harassment, or offensive to others based on race, color, marital or veteran status, sex, disability, age, religion, national origin, or other legally protected status, by means of such items. Employees shall not use such items at any time to solicit business for a venture not related to work or for other personal gain. Employees shall not at any time use such items for illegal activities, solicitation, or to promote their religious or political beliefs. Finally, employees shall not access such items from home at any time to communicate personal or private matters, for discrimination or harassment, for a venture not related to work or for other personal gain, for illegal activities, solicitation or to promote religious or political beliefs.

Regarding E-mail and Internet communications, it is important for employees to understand that such communications can be traced to the sender even after they have been "deleted." In addition, the City may be required to produce E-mail messages, Internet communications, or other communications, in connection with legal proceedings. Further, the City may regularly review, audit, and download E-mail messages, Internet communications, or other communications that employees sent or received. An employee may not create or send abusive or inappropriate E-mail or participate in activities not related to work utilizing the Internet, such as chat rooms, or download abusive or inappropriate matters from the Internet. Employees are not permitted to print, display, download, or send any sexually explicit images, messages, cartoons, or jokes. If an employee receives such things from another person, he or she must immediately advise the sender that he or she is not permitted to receive such information and not to send it again. If the employee needs assistance in responding to situations such as that described above, he or she must contact his or her Department Head or the City Manager.

In order to provide access to various property owned or leased by the City, a password may be assigned to an employee and is the property of the City. Assigning a password to an

employee does not mean that the employee has a right of privacy in his or her password, or in that item to which the password provides access. For example, assigning an employee a password to log on to a computer does not mean that the employee's use of that computer is in any way private; the City retains the right, at all times, to access stored and other data on the computer. An employee cannot use unauthorized or secret passwords, and all passwords must be shared with management upon request.

Violation of any of the provisions of this policy may subject an employee to discipline, up to and including termination.

I certify that I have read the City of Bethel's Policy Regarding Internet Use, E-mail, Computers and Computer Software, Voice Mail, Telephones, Fax Machines, Photocopiers, and Other City Equipment or Facilities, and understand that when I use, open, or access such items, I have no right to privacy in any password I am given for use of such items. Nor do I have a right to privacy in the use, communication, or storage of information, or such items themselves. I understand that such items are to be used only for work related matters. I understand that violation of this policy may result in discipline, up to and including termination.

Date

Employee