



TOWN OF CHELMSFORD INTERNET CODE OF CONDUCT

An Internet Code of Conduct applies to employees at all times, in and out of work hours, while using Town of Chelmsford computer equipment.

Town computer systems shall at all times remain the property of the Town and are to be used solely for work-related purposes and Town business. Town employees should not expect any right of privacy with respect to any use or activity on any Town computer system. The Town retains the right to periodically monitor and inspect all files, usage, and activity on Town computers by any and all Town employees. All electronic files and documents created on or passing through the Town's computer systems is the property of the Town.

Allowed Activities:

- **Accessing appropriate websites:** Employees should only access sites that are appropriate for use at work, meaning those related to job-responsibilities, news, research, and that are not likely to result in viruses infiltrating Town computers or IT systems.
- **Monitoring of employees internet usage:** Employee should be aware that their actions on the Internet can be monitored at any time.
- **Appropriate communications:** Employees must be careful of what is said to others and how it is said via email or the Internet. All internet data that are composed, transmitted, or received via Town computer communications systems is considered to be part of the official records and is the property of the Town of Chelmsford and, as such, is subject to disclosure to authorized town officials, law enforcement or other third parties.
- **Downloading safe files and attachments:** Employees should check with the Information Systems Manager before downloading files, open an e-mail attachment from an unknown source, or install software.

Prohibited Activities:

- **Sharing Offensive or Discriminatory Material:** Employees may not send, access or display offensive, discriminatory, obscene, threatening, harassing, intimidating, racist or disruptive data to any employee or other person.

- **Obscene Language:** Employees may not use or send profane or vulgar language or content via the Town's IT or communications systems.
- **Wasting Time and Resources:** Employees may not intentionally waste Town resources, which includes excessive internet browsing unrelated to job-responsibilities, excessive printing, or incurring fees, charges, or debts on behalf of the Town.
- **Sharing Usernames and Passwords:** The username assigned to each employee is for that employee's sole use, and must not be shared with other employees, except IT staff and those responsible for managing or maintaining the Town's computer systems. Employees will be responsible for all activities attributable to their username.
- **Downloading Illegal Software, Data, or Files:** Employees may not use Town computer systems to download or access illegal, "pirated" software, files, media, or other data not properly paid for or for which the employee has not been granted access rights by the original author or owner. Employees shall not download any files that may corrupt the Town's computer systems.
- **Violation of the Social Media Policy:** Employees may not use the internet in any manner that violated the Town's Social Media Policy, which includes, but is not limited to, the sharing of obscene, offensive, or discriminatory messages or images; expressing personal political views in a manner that reflects upon the Town; harassing, intimidating, or coercing members of the public.
- **Violate Proper E-Mail Etiquette:** Employees must communicate via e-mail respectfully and as one would communicate in-person. Employees should not share chain-letters, unsolicited mass e-mails unrelated to Town business images that could reasonably be interpreted as discriminatory, offensive, or stereotyping of any class of persons. Further, as a governmental organization, Town employees must not delete emails in a manner that would violate the Public Records Law and interfere with the Town's ability to comply with the Records Retention Schedule.

Enforcement

- The Town of Chelmsford's network is closely monitored and management may review employee files and communications to maintain system integrity.
- Failure to follow the code may result in the loss of access to the Internet and further disciplinary action up to and including termination. If applicable, external agencies may be involved because certain activities may constitute a criminal offense.

EMPLOYEE ACKNOWLEDGEMENT OF INTERNET CODE OF CONDUCT

This acknowledges that I have received and reviewed the Town of Chelmsford's Internet Code of Conduct ("Code"). By signing this form, I agree to abide by the Code and any guidelines promulgated thereunder, and I agree to review periodically any changes or modifications to the Code. I recognize that the law and associated Code regarding the use of Internet, electronic mail and the Town's electronic communications and information systems are continually evolving. Therefore, I understand that my regular review of the Code is required.

Print

Name: _____

Signature: _____

Date: _____

To be included in employee's personnel file.

