



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.

Allowed Activities:

Only access sites that are appropriate for use at work.

Know that your actions on the Internet can be monitored at any time.

Be careful of what you say to others and how you say it via email or the Internet. All internet data that are composed, transmitted, or received via our 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.

Check with the Information Systems Manager before you download files, open an e-mail attachment from an unknown source or install software.

Prohibited Activities:

Send, access or display offensive, discriminatory, obscene, threatening, harassing, intimidating, racist or disruptive data to any employee or other person.

Use or send profane or vulgar language or content.

Intentionally waste resources.

The Town of Chelmsford network is closely monitored and management may review your 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.