



MOUNTAIN BROOK FIRE DEPARTMENT

POLICY NO. 102.03

VOLUME: 1

SUBJECT: Internet Usage Policy

SIGNED: _____

DATE: 3/12/2007

Chris J. Mullins, Fire Chief

SCOPE AND PURPOSE: Today's technological environment is providing many innovative opportunities to help employees become more productive. This is especially true in the area of transmitting and receiving information via personal computers connected to the Internet. Along with these new opportunities comes a moral and legal responsibility to use the system as it is intended. In an effort to provide employee guidance addressing the moral and legal issues surrounding Internet usage, the below policy was enacted via council resolution and is therefore adopted by this department.

POLICY: The City of Mountain Brook (the "City") will have a direct connection to the Internet from the City's networks.

The Internet usage policy is designed to help associates understand the City's expectations for the use of the Internet, and to help associates use those resources appropriately and wisely. The Internet is a business tool for business-related purposes, i.e., to communicate with residents and suppliers, to research relevant topics and/or to obtain full useful business information. Use of the Internet by City associates is permitted and encouraged in cases where such use is both suitable for business purposes and supports the goals and objectives of the City and its business units. In such cases, the Internet is to be used in a manner that is consistent with City standards of business conduct and as part of the normal execution of an associate's job responsibilities.

PROCEDURE: **All Communications Over Corporate Online Systems Are Property Of The City.**

All messages, information, files, etc., that are created, sent, or retrieved over the City's online systems (including the City's link to the Internet) is the property of the City, and associates should not assume electronic communications are totally private. The City reserves the absolute right to access and monitor all messages, files, or information, etc. Internet connections to Internet Service providers (such as AOL, CompuServe, etc.) are not allowed unless expressly authorized by a department supervisor.

Communications of Core Values: Because much of the information on the Internet is public, as opposed to private or secure networks, the City may be held accountable for abusive, inappropriate, unethical behavior of associates accessing the Internet from the City's facilities. Associates must maintain the clarity, consistency and integrity of the City's image and posture.

MOUNTAIN BROOK FIRE DEPARTMENT

POLICY NO. 102.03

VOLUME: 1

Maintaining a Hospitable Environment: To ensure that the City's online systems are productive, the transmittal, receipt, access, retrieval or storage of information that is discriminatory, profane, harassing, obscene, pornographic or X-rated is not permitted. It is not permitted to use the City's online systems for personal gain or any other purpose which is illegal or against the City's policy or contrary to the City's best interest.

Non-Discrimination: It is not permitted to transmit messages with derogatory or inflammatory remarks about a person's race, color, sex, age, disability, religion, national origin, physical attributes and sexual preference.

Proprietary Information: The City's confidential, financial, classified or proprietary information will not be transmitted over the Internet without prior management approval and appropriate security measures in place.

Copyright Infringement: No copying, downloading, or distributing of any of the copyrighted materials including, but not limited to, messages, e-mail, software, text files, image files, database files, sound files and music files through the corporate online systems are allowed unless expressly authorized by a department supervisor.

Games, Images, & Video: Associates with Internet access may not use the City's Internet facilities to download entertainment software or games, or to play games against opponents over the Internet. Associates may not use the City's Internet facilities to download images or videos unless there is an explicit business-related use for the material.

Associates' Identity: No message can be transmitted without the associate's identity. Transmittal of messages with anonymous or fictitious names is prohibited.

Personal Use: Associates may make "appropriate" personal use of the Internet from the City's facilities before and after normal business hours or during weekends and holidays providing such use does not place any unusual loads on the capacity of the City's system. Some examples of appropriate personal use include, but are not limited to:

- A. Performing nonprofit or community service
- B. Participating in professional or civic associations
- C. Conducting educational or research projects
- D. Retrieving news stories and other information of general interest

SECURITY: There shall be no downloading or copying of software programs and/or macros through the Internet, by disk or tape, or otherwise except that the City's designated Network Administrator shall be permitted to initiate such procedures with expressed permission by either the City Manager or

MOUNTAIN BROOK FIRE DEPARTMENT

POLICY NO. 102.03

VOLUME: 1

Director of Finance before each such download. Any software programs or macros must be scanned by the Network Administrator for viruses before they are run or accessed. Associates with Internet access may utilize only software with direct business use, and must arrange to have such software properly licensed and registered. Associate stocking of unauthorized software is illegal and therefore is strictly prohibited.

The City has installed a variety of firewalls, proxies, Internet address screening programs and other security systems to assure the safety and security of the City's networks. Any associate who attempts to disable, defeat or circumvent any City security facility, or otherwise cause harm or utilize excessive resources, including without limitation excessive or improper use of e-mail facilities, will be subject to disciplinary actions.

Files and E-Mail messages containing sensitive City data as defined by existing City data security policies that are transferred in any way across the Internet must be encrypted. If an associate needs to send sensitive or confidential information over the Internet, contact the information systems management department for encryption information. The City routinely monitors Internet usage patterns for its online communications.

DISCIPLINARY ACTIONS: All existing City policies apply to your conduct on the Internet, especially, but not exclusively, those that deal with intellectual property protection, privacy, misuse of the City's resources, sexual harassment, information and data security, and confidentiality.

Associates should notify their immediate supervisor, or information systems management, upon learning of violations of this policy. Associates who violate this policy will be subject to disciplinary action.