

ARTICLE XI – INTERNET, E-MAIL & VOICE MAIL USAGE

The purpose of this policy is to provide guidelines regarding the use of the internet, e-mail and voice mail services by employees of the City of Clive who are authorized for such uses by the city. These services are financed by the City of Clive to support the access and exchange of information. Use of the internet, e-mail, and voice mail shall be primarily for job-related purposes. Time away from regular work duties shall not be taken to either send or receive personal e-mail, voice mail, or for the personal use of the Internet. There may be occasions when personal messages may either be received or sent on e-mail or voice mail. This is permissible as long as messages are brief, privileges are not abused, and it does not affect the job performance of the employee or their co-workers. Employees using the city's account to access these services represent the city during their use, and such use should reflect ethical behavior and appropriate use of city resources.

11.1 Acceptable Uses

- A. City Business: The internet is to be used as it pertains to the employee's job including work assignments, research, training, policies, and services.
- B. Communication with city employees: E-mail may be used to communicate with city employees, governments, educational institutions, professional colleagues or organizations, businesses, and other individuals or agencies related to city business.
- C. Distribution of Information: On-line services may be used to distribute information to the public and to the news media. Release to the news media must be approved by the City Manager and is allowable for release under the Freedom of Information Act.

11.2 Unacceptable Uses

- A. No employee shall use the City's internet, e-mail or voice mail services to generate, store, transmit, or use data that is abusive, profane, obscene, or offensive. Unacceptable uses also include games, political activity, religious promotion, fundraising, violation of copyright laws or patents, or illegal, fraudulent, or malicious activity. Employees shall not use City Internet access to maintain personal websites, web pages, or personal social media accounts. Except as required by job duties, employees shall not: participate in gaming sites, newsgroups, chat rooms, or instant messaging services; execute or download streaming media applications; or participate in any "peer-to-peer" (file sharing) services as these may compromise the City's network security perimeter.
- B. Current City Policy. No employee shall use the City's internet, e-mail, or voice mail services to obtain or transmit text or images that are in violation of the sexual harassment policy of the city.

The internet, e-mail, and voice mail systems, as well as all communication or information transmitted or received from these systems, is the property of the City of Clive. The city reserves the right, and intends to exercise the right, to review, audit, and disclose, without prior notification to employees, any and all messages and data created or received via on-line services.

Employees who use the e-mail and internet systems cannot assume the system affords them any level of confidentiality or privacy. The City Manager and IT Department may view any email, internet usage and computer files at any time. Employees found to have engaged in unauthorized uses of this policy are subject to disciplinary action up to and including termination.

The city does not retain any responsibility for email received from a source outside of the city. Some email received from the internet may contain offensive language or images. The city has taken reasonable measures to reduce spam and potentially offensive email by implementing a spam filter. However, the city cannot guarantee that all offensive email messages will be prevented from reaching employees.

Nothing contained in this policy shall be interpreted as interfering with an employee's rights under Section 7 of the National Labor Relations Act or the Public Employment Relations Act.