

# **TOWN OF VINALHAVEN**

## **Electronic Communications Policy**

While we intend to promote maximum creativity and flexibility for legitimate business use of our computer system, we must also be concerned with maintaining network security and limiting its exposure to damage from external sources. Uses which have no legitimate business purpose must be limited. Illegal or unethical use is prohibited, and can be grounds for disciplinary action including termination and legal sanctions under federal, state, or local laws. Compliance with any copyright restrictions and regulations is required.

Computer users should understand that e-mail and Internet activities on our network are not private. All messages on the e-mail system are considered the property of Vinalhaven. We reserve the right to monitor e-mail, including those on personal e-mail accounts and Internet use on workplace computers and disclose them to others. These are public documents under the Freedom of Access Law, 1 MRSA §§ 401-410, unless otherwise made confidential by law.

Although the computer network is intended for business use, incidental personal use of e-mail and the Internet while at work is permissible so long as:

- a) It does not involve more than a trivial amount of time and system resources.
- b) It does not interfere with your job performance or the productivity of other employees.
- c) It does not interfere with or interrupt the services we provide to Vinalhaven and its citizens.
- d) It does not involve personal business activities.
- e) It does not involve amusement, entertainment or political activities.

Uses or practices that are strictly forbidden include:

- a) Using the Internet or e-mail for any illegal or unethical purpose, or in violation of our harassment policy.
- b) Visiting Internet sites that contain illegal, obscene, pornographic or hateful content.
- c) Initiating or forwarding chain letters of any kind.
- d) Participating in "Chat Groups" not related to work.
- e) Making or posting indecent remarks, proposals, or materials on the Internet in e-mail or by way of other electronic communication.
- f) Uploading, downloading, copying or otherwise transmitting commercial software or any copyrighted materials without the approval of the system administrator.
- g) Downloading software from the Internet without prior approval of the system administrator.
- h) Instant messaging.
- i) Communications that may be defamatory or libelous, obscene, harassing or threatening, or that contain content of a sexual nature, or promote discrimination on the basis of race, religion, national origin, disability, sexual orientation, age, marital status, gender or political affiliation.
- j) Knowingly sending or receiving e-mail messages that contain a virus.

It is a crime under state law (21-A MRSA § 32(3)) to use a state computer system to prepare materials with the intent to expressly advocate the election or defeat of any candidate for federal office, a state constitutional office, or any elective municipal, county or state office, including leadership positions in the Maine House or Senate, or with the intent to solicit political contributions that are reportable under the state's campaign finance laws. All access to our computers and PC systems is controlled by user ID's and passwords. Passwords must be kept strictly confidential, and not shared with other except as authorized.

**Approved at the Selectmen's Meeting July 11, 2005.**