

CITY OF CANTON TECHNOLOGY POLICY

The City of Canton seeks to provide its employees with technology to conduct the City's official business. The City uses equipment such as computer, electronic mail (e-mail), internet and cellular phones to make communication more efficient and effective. All employees, however, must remember that this equipment and applications are City property and their primary purpose is to facilitate and support City business.

Computer, land line phones, cellular phones (and applications or information accessible from the phone), digital cameras, pagers, PDA's, voicemail, e-mail and Internet availability are subject to this policy and intended for City purposes only.

Unacceptable non-work-related activities, including downloading, viewing or sending information that is discriminatory or harassing, derogatory to any individual or any group, obscene, vulgar or profane; defamatory or threatening; illegal or contrary to this policy. Examples of forbidden transmissions include, but are not limited to, sexually explicit messages, cartoons or jokes; unwelcome propositions or love letters; ethnic or racial slurs; or any other message that can be construed to be harmful to morale or to be harassment or disparagement of others based on their sex, gender, race, age, national origin, or religious beliefs. In addition, all employees are prohibited from creating or sending inappropriate messages or unprofessional communication discussing the City or its employees. Only system passwords issued or authorized by the City may be used on City equipment. Each employee is responsible of maintaining the secrecy of passwords issued to him or her. Employees are prohibited from using passwords to gain access to unauthorized materials.

Employees must respect copyright, trademark, trade secret, patent, license, policy, and other proprietary rights and restrictions relating to the use, access, or download of software or information. Unauthorized copying of software or documentation is strictly prohibited. No one may download any software, applications or information unless it is directly relating to the City's work activities and the Information Systems Consultant determines that we are authorized to do so and the appropriate license fees have been paid.

All activities involving such technology are subject to monitoring, and no one should expect privacy regarding such use. As of January 1, 2010, the Illinois Freedom of Information Act (5 ILCS 140/1, *et. seq.*) was modified to cover a broad spectrum of information and documentation. Most communications to or from the City of Canton are public records subject to disclosure upon request.

The City reserves the right, at its sole discretion, to review any employee's technology usage, which may include accessing employee's email or internet usage to insure that the services are being used in compliance with the City's policy. The City may conduct a system-wide audit to ensure compliance with this policy. Employees who become aware of any misuse must notify their supervisor and/or the City Administrator.

Limited, occasional, or incidental use of technology for personal business is permitted, provided it does not violate or interfere with the employees' job duties or City Policy, business interests or any applicable law. Employees are expected to demonstrate mature and professional judgment and responsibility as to personal use. Abuse of the privilege can, at a minimum, subject the employee to corrective action up to and including termination. If necessary, the City reserves the right to advise appropriate officials of any illegal activities.

EMPLOYEE ACKNOWLEDGEMENT

This will acknowledge that I have been given a copy of the City's "Technology Policy." I understand that it is my responsibility and obligation to read and review this policy carefully, to direct questions about the policy and to report alleged violations of the policy to my immediate supervisor and/or the City Administrator and to be in full compliance with the policy at all times. I understand my department may have a more specific policy on this matter and this city wide policy is in addition to, not a replacement of, a department-specific policy.

Name: _____ Date: _____