

CITY OF PROVIDENCE

INTERNET POLICY

The City of Providence utilizes various forms of electronic communication services in its workplace, including but not limited to e-mail, voice mail, computer networking and Internet access services. These technologies are for use by employees for City business only. Personal use of such electronic communications is strictly prohibited. Employees shall have no right to privacy in such electronic communications and may be subject to disciplinary measures up to and including discharge if discovered using the City's electronic communication services for personal use.

Employees are also prohibited from using the city's electronic communication services to transmit harassing, off-color or otherwise inappropriate messages or remarks; any breach of this prohibition will subject an employee to disciplinary measures up to and including discharge.

To evaluate employee productivity, monitor the quality of City services, ensure a discrimination-free workplace and maintain compliance with other laws and regulations, the City reserves the right to monitor employee usage of all such electronic communications including but not limited to reviewing any and all messages and other communications sent via e-mail, voice mail and the Internet. The City will note all personal or otherwise inappropriate messages or remarks but will not disclose the contents of such messages except to management personnel on a need to know basis and/or for disciplinary purposes.

Internet access must be approved by Department Head. The request must document the reason for the need for access and contain the approval of the Department Director prior to submission to the Data Processing Coordinator.

1. All communications are to be for professional reasons.
2. The Internet is not to be used for personal gain, advancement of individual points of view or political purposes.
3. Solicitation of non-city business is prohibited.
4. Use of the Internet must not interrupt the operation of the City of Providence network or the networks of other users.
5. Each employee is responsible for the content of all text, audio or images he/she sends or receives over the Internet. Use of the internet is not to be used to send offensive or disruptive messages. This includes, but is not limited to, any data that contains sexual implications or harassment, racial slurs, gender-specific comments, pornography, violence, gambling or any illegal activity or any material that offensively addresses, whether intentionally or unintentionally, someone's age, sexual orientation, religious or political beliefs, national origin or disability.
6. The user must abide by all federal and state laws with regard to information sent through the Internet. Confidential information is not to be sent through the Internet.

Messages sent through the Internet are to have the name of sender attached.
Messages are not to be sent under an assumed name, in code or another's name.

7. Abusive, profane or offensive language is not to be transmitted or received through the Internet.
8. Downloading of any software is strictly prohibited. Any and all software downloads are the responsibility of the Data Processing Department only.

Downloading of games and playing games on the Computer system is strictly prohibited.

Employees may not install on-line services to access the Internet.

9. Copyrighted materials may not be transmitted on the Internet. Issues involving copyrighted materials are to be addressed through the Data Processing Department.

Failure to adhere to copyright or license agreements may result in disciplinary action from the City of Providence and/or legal action by the copyright owner.

Unlicensed software installation on any City computer is strictly prohibited.

No employee shall install software or data to a computer or computer network without authorization from the Data Processing Department.

Diskettes that contain software or files from a computer outside of the City must be scanned for viruses before that diskette is entered into a City Computer. If the user is not sure if a diskette is "clean" it must be checked by the Data Processing Department before it can be used.

If you are preparing data on a non-City computer and bringing that data to work, the computer on which you do the original work must have virus protection.

10. All messages created, sent or retrieved over the Internet are the property of the City of Providence and the City retains the right to retrieve and monitor all such messages as it deems necessary.
11. All Internet messages are public information and should not be considered private.

This policy should be read and interpreted in conjunction with all other City of Providence policies including but not limited to policies prohibiting harassment, offensive conduct or inappropriate behavior.

Disciplinary action for violation of this policy or use may be an oral or written warning, suspension or termination. Remedial action may also include counseling, changes in work assignments, reimbursement for loss caused or other measures designed to prevent future misconduct. The measure of discipline will correspond to the gravity of the offense as weighted by its potential effect on the City and fellow employees.