

COMPUTER POLICY

I. PURPOSE

To define the parameters within which the City of Harlingen computers may be used. This Computer Policy applies to all City employees.

II. POLICIES AND PROCEDURES

It is the City's policy to maintain and monitor all computer systems, computer hardware, software, Internet access, and Intranet access in the City of Harlingen.

1. All users of the City computer network including Internet access are responsible for complying with all Local, State, and Federal laws.
2. Anyone wishing to access the network and computer system on that network must receive a User ID from the Management Information Systems Department. This User ID is to be used only by the person assigned to the User ID and no one else.
3. Any unauthorized use by any person using a User ID is strictly prohibited and subject to disciplinary action.
4. If a user creates any liability on behalf of the City due to inappropriate use of the network, the employee agrees to indemnify and hold the City harmless, should it be necessary for the City to

defend itself against such actions engaged in by the user.

5. Deletion, examination, copying or modification of files and or data belonging to other users without their prior consent is prohibited.
6. Once a user is advised that he or she is to cease certain activities, he or she must stop that activity at once.
7. The use of all computer hardware, software, and network by City employees on City owned or leased equipment is to be for City business only.
8. It is a violation of this policy to engage in an unauthorized, deliberate action that damages or disrupts the computing system, alters its normal performance, or causes it to malfunction.
9. No software may be installed on any City owned or leased computer without prior written approval by the Management Information Systems Department and without being registered to the City of Harlingen.

Violations of any of the above restrictions may result in disciplinary actions up to and including termination.

A. E-MAIL

1. The electronic mail system is provided by the City to assist in the conduct of business within the City.

COMPUTER POLICY

2. The electronic mail system hardware is City property. All messages composed, sent or received on the electronic mail system are and remain the property of the City of Harlingen.
3. No communication may be transmitted via the electronic mail system using any offensive, disruptive, discriminatory or harassing language or other communications. Communications are considered offensive if they contain sexual implications, racial slurs, derogatory or unwelcome gender-specific comments, or other comments that offensively addresses someone's age, sexual orientation, religious or political beliefs, national origin, or disability, or any other protected category.
4. The electronic mail system shall not be used to send (upload) or receive (download) copyrighted materials, and any other unauthorized materials, without prior authorization.
5. To ensure proper use of the City's e-mail system, the city will monitor employee's e-mail. By this policy, employees are on notice that the City reserves the right to review, audit, intercept, access and disclose all messages created, received or sent over the e-mail system for any purpose. The contents of electronic mail may be received and disclosed without the consent of the originator. Electronic mail messages are public information.
6. No electronic mail is confidential.

7. This policy also applies to instant messaging (IM).

Violations of any of the above restrictions will likely result in disciplinary action up to and including termination.

B. NETWORK SECURITY

1. The following actions are prohibited:
 - a. Use of systems and/or networks in attempts to gain unauthorized access to remote systems.
 - b. Decryption of system or user passwords.
 - c. The copying of system files.
 - d. The copying of copyrighted materials, such as third-party software, without the express written permission of the owner or the proper license.
 - e. Intentional attempts to "crash" Network systems or programs.
 - f. Any attempts to secure a higher level of privilege on Network systems.
 - g. The willful introduction of computer "viruses" or other disruptive/destructive programs into the City's network is strictly prohibited.
 - h. Any employee bringing in diskettes, CD's, DVD's, or any other media to upload/download files into PC's or networks must first clear such items through MIS (IT for HWWS employees).

COMPUTER POLICY

- i. The City maintains the right to remove diskette drives, CD-ROM drives, or DVD drives at any time.

Violations of any of the above restrictions will likely result in disciplinary action up to and including termination.

C. GUIDELINES FOR INTERNET USE

1. Before an employee may access and use the Internet, he/she must request and obtain the approval of the employee's Department Director or designee and the Management Information Services Director through one-on-one orientation for all new/reassigned employees and must agree to an understanding of the Policy. This policy is in addition to any other departmental computer guidelines that might be in place.
2. The Internet may only be used for work related information, research and communication.
3. The Internet may not be used for personal gain or advancement of individual views, solicitation of non-City business or to disrupt the operation of the City network or the networks of other users.

Violations of any of the above provisions may result in disciplinary action up to and including termination.

D. COMMUNICATIONS VIA COMPUTER

Whenever a computer is used for communicating, the following guidelines must be followed:

- a. An employee is responsible for any and all communications he or she sends through the Internet.
- b. Messages on the Internet must have the employee's name attached. No messages shall be transmitted with an assumed name.
- c. Users may not attempt to obscure the origin of any messages.
- d. No abusive, profane, offensive, discriminatory, or harassing communications shall be transmitted on the Internet or any system within the City.
- e. In order to prevent computer viruses from being transmitted through the City's computer system, no one shall download any software without the authorization of the MIS Department (or IT Department for HWWS employees). Downloads shall be done only through or under the scrutiny of the MIS Department.
- f. Downloads of music, whether to the PC, or onto any media associated with City equipment are strictly prohibited Citywide subject to disciplinary action up to and including immediate termination.

COMPUTER POLICY

- g. Employees using the Internet shall not transmit any copyrighted materials belonging to entities other than the City of Harlingen unless prior authorization of the originator has been obtained.
 - h. Users are not permitted to copy, transfer, rename, add, or delete information or programs belonging to other users unless given express permission to do so by the owner.
 - i. Users are not permitted to invoke an attached executable (*.exe) file on an e-mail received from anyone, whether known or unknown to the recipient, at any time without specific approval of their respective Department Director or the MIS Director.
 - j. Electronic media/computers may not be used for any illegal purposes or in any way that violates City policy or is contrary to the City's best interests.
- are the property of the City of Harlingen, and are public information. Employees are not entitled to any expectation of privacy with respect to such information.
- 2. If necessary the City of Harlingen will advise appropriate legal officials of any illegal activity by an employee through use of the City's computer system.

Violations of any of the aforementioned guidelines may result in disciplinary action up to and including termination.

E. SECURITY

- 1. The City of Harlingen will monitor all messages and files on the computer system as deemed necessary and appropriate. All messages created, sent or received over the Internet or any other computer system including but not limited to electronic mail, instant messaging (IM), software and the like