
Policies



EMPLOYEE GUIDE
TO USE OF TECHNOLOGY



POLICIES AND PROCEDURES

E-MAIL AND INTERNET USE POLICY

Index as: E-Mail and Internet Use Policy
Internet Use Policy
City Computer System

PURPOSE

The purpose of this policy is to communicate to all City of San Bruno employees the terms of use and City expectations related to use of the City's computer system, electronic mail (e-mail) system, and utilization of the Internet for the conduct of official city business.

This policy provides directions and guidelines for the use of the City's computer system, electronic mail (e-mail) system, and use of Internet. This policy applies to all City employees, elected officials, consultants, contractors, volunteers and any others to whom the City has granted access to the City's computer system, e-mail system and Internet access for the purpose of conducting City business.

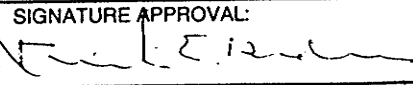
POLICY

The City provides employees and other designated agents access to a computer and related electronic applications such as e-mail and access to the Internet to assist in the performance of job duties. As such, employees are authorized to use e-mail as they would any other official City communication tool. Employees are authorized to use the Internet for research, education and other approved business-related reasons.

PROCEDURE

A. Terms of Use

Use of the City's e-mail system and the Internet is governed by this policy, as well as all other City policies, rules, regulations and applicable State and federal laws. An employee or agents actual use of the system (signing on and using the system) by means of use of the City's computer system means you consent to all of the terms and conditions of this policy. No employee shall allow any other individual to use the computer system and applications under this authorized user identity.

PPM NUMBER: 02-15	EFFECTIVE DATE: 26 Mar 02	CITY MANAGER: Frank E. Hedley
REVISION NUMBER/DATE:		SIGNATURE APPROVAL: 



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B. Ownership

The computer system, including the e-mail system and Internet access, is the property of the City of San Bruno. All messages and information composed, sent, or received on the City's property belong to and are the property of the City.

C. Privacy Rights

You do not have a right of privacy in your use of the e-mail system or access to the Internet through the City's system. The City's use of a security system, such as a password, does not create a right of privacy in the messages and files on the system. The City may monitor, access, retrieve, or delete any matter stored in, created, received, or sent over the e-mail system or the Internet, including sites you access, for any reason and without your permission.

D. Public Records Law

Because the City is a governmental entity, special laws and rules apply to public access of our records and documents. Also, sometimes opposing parties are entitled to City records and documents during litigation. E-mail, including home or private e-mail accounts which you access from the City's computer system, and computer files are records which may be subject to such disclosure. In other words, what you read and write on e-mail or the sites you have accessed on the Internet may become a document which is disclosed to the public or during litigation.

E. Compliance with Law

You shall not use the e-mail system to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information, or similar material without the expressed written of the City Manager or designee. You are personally responsible for complying with copyright law and applicable licenses that may apply to anything you use, download or copy. You may not agree to a license or download any material for which a registration fee is required without the express written authorization of the City Manager or designee.

F. Discrimination and Harassment Policy

This policy shall be read and interpreted in conjunction with all other City policies, including but not limited to the City's policies regarding discrimination, harassment, offensive conduct or inappropriate behavior. Any violation of those policies is grounds for disciplinary action up to and including termination.



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G. Disclaimer

The City is not responsible for material viewed or downloaded by users on the Internet. Innocuous search requests may lead to offensive sites. Having an e-mail address may lead to receipt of unsolicited e-mail. You are using the system at your own risk.

H. Confidential Information

California law requires that all employees protect the integrity of the City's confidential information as well as the confidentiality of others. Examples include, but are not limited to, personnel file information, home addresses, phone numbers, competitive bidding information, drafts of legislation, photographs of police officers, criminal or civil litigation matters, etc. If you are unsure how or whether to transmit information electronically because of confidentiality concerns, consult your Department Head or the City Manager. If you are authorized to transmit such information, your e-mail message must contain the following header in bold and in capital letters:

**THIS MESSAGE CONTAINS CONFIDENTIAL INFORMATION OF
THE CITY OF SAN BRUNO. UNAUTHORIZED USE OR DISCLOSURE
IS PROHIBITED.**

I. Incidental Use

The City does not authorize personal use of the City's computer system because this is a misuse of City work time. Notwithstanding, in general, the City acknowledges that incidental personal use of the City's e-mail system or Internet on your own time or during work breaks may occur in a similar fashion to receiving a personal phone call. However, if you abuse this policy and/or misuse the City's resources as outlined in this policy, the City may revoke your use of the system and/or the City may subject you disciplinary action, up to and including termination.

Abuse of this policy and/or misuse of the City resources through the computer system includes, but is not limited to the following:

- Your use interferes with the performance of your duties or interferes with the efficient operation of the City;



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- Your use demonstrates lack of good judgment or common sense (for example, "surfing the net", using another's e-mail or e-mail identity;
- Your use causes harm or embarrassment to the City or its employees;
- Your use violates the provisions of this policy, violates any other City policy, or violates any other local, state or federal law;
- You represent directly or indirectly that you are acting on behalf of the City of San Bruno unless you are specifically authorized to do so;
- Your use is for any other business or profit making activities, you offer to buy or sell goods, you solicit for any non-job related purpose;
- You fail to obtain Department Head authorization and Assistant City Manager approval prior to taking actions which may affect the City's computer system (for example, using non-City hardware or software, encrypting e-mail, using the Internet for downloads); or
- You waste computer resources (such as sending mass mailings, chain letters, excessive time on Internet, playing games, engaging in online chat groups, printing non-job related documents, storing unnecessary files, sending unsolicited e-mail (spamming), and "everyone or all city employee" address groups unless expressly authorized by management to do so.

J. Consequences of Violation

An employee or agent of the City which violates this policy and/or misuses the City's resources through the computer system may have such access to the computer system taken away and/or also be subject to disciplinary action up to and including termination from employment, as well as any civil and criminal liability which may exist.

K. Acknowledgment of Receipt

Employees and agents of the City granted access to use the City's computer system shall be required to sign a statement acknowledging receipt and acceptance of this policy.



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L. Amendments and Revisions

The City of San Bruno reserves the right to modify this APM at any time in accordance with the provisions for modification of APM's.