

**SUBJECT: APPROPRIATE USE OF COMPUTER NETWORK RESOURCES**

Purpose: The City of Madison computer network provides mission critical application, telephone, data, and storage services to first responders and all other City agencies. These network resources have become an invaluable asset which must be protected and managed to ensure that they are secure, reliable, maintainable and supportable.

Policy: The use of computer network resources including the Internet and/or e-mail, whether in-house or external, for any of the following purposes is strictly prohibited:

1. To create or transmit material which is designed or likely to threaten, disturb, intimidate or otherwise annoy or offend another, including, but not limited to, broadcasting unsolicited messages or sending unwanted mail after being advised it is unwanted.
2. To create or transmit defamatory material.
3. Using the enterprise City e-mail system to transmit material to "all e-mail users" or mass distribution of non-work related material without prior approval from a department or division head.
4. To gain unauthorized access, including the use of hacking or packet sniffing software, to facilities or services on the City network or to use such facilities or services in an unauthorized manner.
5. To conduct business or engage in any "for profit" communications or activities.
6. To access, view or obtain any "adult entertainment," pornographic or obscene material, unless it is for work-related investigatory purposes and with the approval of the department head.
7. For political campaign purposes, including, but not limited to, using e-mail to circulate advertising for political candidates or relating to political campaign issues.
8. Sharing your network credentials (login ID and password) with anyone, with the exception of your supervisor.
9. Downloading software from the Internet to City PCs without authorization from Information Technology (IT).
10. Placing one's City-issued Internet e-mail address on any Internet-related service for other than business purposes. If an employee becomes aware that his/her City-issued Internet e-mail address is on a non-business related service, he/she should promptly request that it be removed and/or unsubscribe.
11. Opening attachments or clicking on embedded links contained in e-mail from unknown sources.
12. To gain commercial or personal profit or advantage, including, but not limited to, selling lists of names, addresses, telephone numbers or other information generated from City files.
13. To create or transmit material in violation of APM 3-5.
14. To represent oneself directly or indirectly as conducting City business when using such equipment for incidental personal purposes.
15. Creation of web pages, without the approval of IT, that purports to officially represent the City of Madison, personal or otherwise, regardless upon what server they may reside.
16. To print lengthy documents except for business purposes.
17. To use the Internet and speakers or headsets for the purpose of listening to audio or viewing video unless it is for City business.
18. Attach any device, except via the City's public wireless network, to the City network including: servers, laptops, computers, monitors, printers, multi-function devices, scanners, telephones, mobile computing devices, surveillance cameras, wireless routers, switches, hubs, or any other networking devices without the formal approval of IT.
19. Affix non-business related political and/or decorative stickers, banners, or other substances of any nature to the surfaces of any City-owned computer network resources.
20. Use of social media in violation of APM 3-16.
21. Unauthorized distribution of confidential or sensitive information, including the use of Internet-based storage facilities, personal computing devices, external storage media or cameras to take pictures or make copies of sensitive materials.
22. Unauthorized use or viewing of City-owned surveillance cameras in violation of APM 3-17.
23. For any purpose which would be a violation of any City work rules, City ordinance, City APM, state law or federal law.

All IT-related equipment and software purchases, including software as a service, must be approved by the IT Director. Software to be installed or used on the City network must be properly licensed and proof of this licensing must be available. (See Attachment A.)

Although occasional and limited personal use of computers is permitted, it is subject to the limitations, conditions, and regulations contained in this APM. Use of computer resources for incidental personal purposes is a privilege and can be withdrawn by a supervisor at any time. Employees may not use IT resources in any way that:

1. Directly or indirectly interferes with City operations of computing facilities or e-mail services.
2. Is contrary to or damages the City's interest.
3. Interferes with the employee's work duties, performance or other obligations to the City. Examples include, but are not limited to, excessive use of games, surfing the net, etc.

All network hardware is the property of the City of Madison. Purchase and disposal of all electronic devices must be in compliance with APM 4-7.

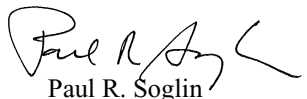
Access to electronic mail (e-mail), both internal and Internet, and access to the World Wide Web is only granted by approval of the agency head. Connecting any City-owned device directly to the Internet or to any other external computer system, without approval of IT, is prohibited. E-mail messages from unknown sources may contain malware and should either be deleted immediately or opened with caution. Transmission of sensitive information via the City's e-mail system must use the secure encryption feature of the system.

Unless specifically exempted by MGO 3.70, information stored in any automated format is considered to be a public record and will be retained according to local, state, or federal statute.

Employees are required to follow all Network Security Policies and Procedures. (See Attachment B.)

Failure by a City employee to comply with these policies may result in disciplinary action up to and including termination of employment.

Authority: Information Technology Director

  
Paul R. Soglin  
Mayor

APM No. 3-9  
August 26, 2015

Original APM dated 1/18/1996  
(Revised 11/8/1999)