

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. The following Administrative Procedure Memorandum (APM) outlines the appropriate use of City of Madison computer network resources.

Policy: The use of computer network resources including the Internet and/or email, whether internally or externally, 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 email system to transmit material to "all email 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 unrelated to the City.
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 (refer to [APM 3-13](#)).
8. Sharing your network credentials (login ID and password) with anyone.
9. Downloading and/or installing software to City devices without authorization from Information Technology (refer to [APM 3-20](#)).
10. Using one's City email address on any Internet service for non-business purposes. If an employee becomes aware that their City-issued email address is on a non-business related service, the employee must promptly request that it be removed and/or unsubscribe.
11. Opening attachments or clicking on embedded links contained in an email 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 harassing and/or discriminatory material (refer to [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 (refer to [APM 3-16](#)).
16. To print lengthy documents unrelated to City business.
17. Use of City devices for the purpose of listening to audio or viewing video unless it is for City business.
18. The attachment of any device, except via the City's public wireless network, to the City network including: servers, laptops, computers, monitors, printers, multi-function devices, scanners, cell phones/smartphones, 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 substances of any nature to the surfaces of any City-owned computer network resources.
20. The inappropriate use of social media (refer to [APM 3-16](#)).
21. Unauthorized distribution of confidential or sensitive information, including the use of non-City Cloud-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 (refer to [APM 3-17](#)).
23. Use of a cellular phone while operating a City vehicle (refer to [APM 2-13](#)).
24. For any other purpose which would be a violation of any City work rules, City ordinance, City APM, state law or federal law.

Guidelines:

Purchasing Guidelines: All IT-related equipment, hardware and software purchases, including software used 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 (APMs [3-20](#), [4-5](#), and [4-7](#)).

Personal Use of Network Guidelines: 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:

- Directly or indirectly interferes with City operations of network facilities or email services.
- Is contrary to or damages the City's interest.
- 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, personal internet usage, etc.

Additional Guidelines: All network hardware and software is the property of the City of Madison. The purchase and disposal of all electronic devices must be in compliance with [APM 4-7](#).

Employees are required to follow all Network Security Policies and Procedures outlined in [APM 3-9 Attachment B](#).

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

Authority: The IT Director and their designated employee(s) shall maintain and interpret this APM.



Satya V. Rhodes-Conway
Mayor

APM No. 3-9
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