

# Office of Selectmen

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Moultonborough, N.H. 03254  
(603) 476-2347

## STATEMENT OF POLICY No. 13

### *COMPUTER USE POLICY & AGREEMENT*

#### 1. PURPOSE

The purpose of this document is to establish a common and uniform policy with signatory agreement for Town of Moultonborough employees as authorized users of Town of Moultonborough computers, systems, and networks. The Town of Moultonborough will hereinafter be referred to as the "Town".

- 1.1 Authorized Users: This Computer Use Policy & Agreement covers the following Authorized Users:
  - Full, part-time and "as needed" employees of the Town.
  - Volunteers and interns authorized to use Town resources.
  - Contractors, vendors or individuals associated with the Town authorized to use the Town's network resources.
- 1.2 Computer Use Policy & Agreement Information: Please read this agreement carefully. It contains important information about the duties you must undertake and the rules you must adhere to once you are granted access to use the Town's network and computer equipment.
- 1.3 Computer Use Policy & Agreement: This document includes information on the following:
  - Privacy Policy
  - Computer Use
  - E-mail Use
  - Internet/Intranet Use
  - Confidential and Non-Disclosure information Use

#### 2. ACKNOWLEDGEMENT

Your signature and initials are required at the end of this document to acknowledge that you have read and understand this agreement. If you have any questions regarding this policy, please contact your supervisor or Department Head.

#### 3. PRIVACY POLICY

Computer resources and accounts are given to authorized users as required to accomplish their jobs. All computer systems are property of the Town and are subject to removal or replacement

at any time. Authorized users who use the Town's computers for personal and/or business use are at risk of losing that information if the computer is replaced. They risk disciplinary action, up to and including dismissal, for using the computer for inappropriate personal use or for violating this policy and procedure. The Town reserves the right to monitor and check system performance to ensure computers, systems, and networks are used properly and to restrict activity on the network as appropriate.

- 3.1 No Privacy: Authorized users should have no expectation of privacy in anything they create, store, send, or receive on the computer system.
- 3.2 Usage Monitoring: The Town reserves the right to monitor any and all aspects of its computer system, including, but not limited to, monitoring sites visited by authorized users on the Internet, monitoring chat groups and news groups, reviewing material downloaded or uploaded by users to the Internet, and reviewing the content of e-mail sent and received, as all these forms of communication are conducted on Town owned equipment. Users who seek to block or otherwise prevent surveillance will be subject to immediate disciplinary action, up to and including termination.
- 3.3 Blocking: The Town may use software to identify inappropriate or sexually explicit Internet sites. Such sites may be blocked from access. In the event you nonetheless encounter inappropriate or sexually explicit material while browsing on the Internet, immediately disconnect from the site, regardless of whether the site was not subject to blocking software and report this immediately to your supervisor.
- 3.4 Computer Use Violations: If an Authorized User's usage of the network or computer system appears to be inappropriate or abusive, the User's supervisor will be notified immediately.

#### **4. COMPUTER USE**

The network and computer equipment are the Town's property and are provided for Town business purposes only.

- 4.1 Computer Use Description: In consideration for the privilege of accessing and using computers, computer facilities, networks, licensed or development software maintained or operated by any of the Town departments, systems, equipment, documentation, information, reports, or data of any kind (hereinafter "Information"), the Authorized User understands and agrees to the following rules.
  1. Numerous security and privacy regulations apply to client and business information contained in of the Town's information systems. Every Authorized User has responsibility to ensure the protection of Information from unauthorized access, misuse, theft, damage, destruction, modification or disclosure.
  2. Any person or any use not specifically known by the authorized User as being authorized to access or use information shall be promptly reported to the appropriate supervisor.
  3. Information shall be used primarily for the purpose of conducting official Town business.

4. At no time shall an Authorized User knowingly access or attempt to access any information without having the express authority or appropriate authorization to do so.
5. At no time shall an Authorized User access or attempt to access any information in a manner inconsistent with approved policies, procedures and/or agreements relation to system entry/access.
6. All information developed while on the job utilizing Town facilities or resources shall be the exclusive property of the Town of Moultonborough.
7. All software licensed, developed or being evaluated by the Town shall not be copied, shared, distributed, sub-licensed, modified, reverse engineered, rented or sold. At all times the Authorized User shall use utmost care to protect and keep such software strictly confidential in accordance with the license or any other agreement executed by the Town.
8. An Authorized User shall use only equipment or software owned, licensed or being evaluated by the Town. Personal software shall not be installed on any Town equipment.
9. At no time shall Authorized Users share or permit use of computer password(s) or premises access cards, keys or codes by any other unauthorized person.
10. Authorized Users may not illegally copy material protected under copyright law or make that material available to others for copying. Authorized Users are responsible for complying with copyright law and applicable licenses that may apply to software, files, graphics, documents, messages, and other materials to be downloaded or copied.
11. Material that is fraudulent, harassing, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory, or otherwise unlawful or inappropriate may not be sent by e-mail or other form of electronic communication (bulletin board systems, news groups, chat groups), downloaded from the Internet, or displayed on or stored on Town computers. Authorized Users encountering or receiving this kind of material should immediately report the incident to their supervisor.
12. At no time shall an Authorized User leave a workstation for extended periods without first ensuring that the workstation is properly secured from unauthorized access.

Authorized Users shall report any inappropriate, excessive or suspected violations of this policy to the appropriate supervisor immediately.

## 5. E-MAIL USE

E-mail and other electronic communication messaging systems are Town property and are to be used for business purposes only, except incidental personal messages. E-mail is defined as “internal E-mail systems” or “Town of Moultonborough funded E-mail systems”.

- 5.1 E-mail Use Description: The Town provides E-mail service to support open communications and to exchange information. E-mail is not encrypted and is not secure. Correspondence via the Town’s E-mail has no guarantee of personal privacy and usage may be monitored without notice.
- 5.2 Authorized Use of E-mail: Electronic communications via E-mail should be viewed as the equivalent of letters sent on official letterhead. Communications should be accurate, relevant, concise and be written in a professional and courteous tone. When using E-

mail, users are expected to maintain the same degree of professionalism expected in all business communications.

- If E-mail is not available to Authorized Users while out of the office, the automatic forwarding of E-mails to an external destination e-mail address is prohibited.
- The Use of personal E-mail to conduct any Town business is not permitted.

5.3 Prohibited Uses of E-mail: The Authorized User understands and agrees that E-mail shall not contain or be used for:

1. Any unlawful purpose.
2. Any use that reflects poorly on a Town departmental official.
3. Personal business or commercial purposes, except for incidental and infrequent messages.
4. Invasion of the privacy of others.
5. Distribution of pornographic or obscene materials.
6. Profane or abusive language.
7. Distribution of non-business materials including, but not limited to jokes, chain letters, cartoons, sound files, amusement or entertainment purposes or executables not specifically business related.
8. Creating or transmitting statements, messages, language, images, that might constitute intimidating, hostile or offensive material likely to be disparaging of others based on race, national origin, sex, sexual orientation, age, disability, religious beliefs, or political beliefs.
9. Any use that compromises the integrity of the systems, network, other network users, or causes any interruption or disruption of services or equipment.
10. Misrepresentation of the Authorized User's identify, including using another's Authorized User ID and password. Authorized Users must not alter the "From:" line or other attribution-of-origin information in electronic communications. Anonymous or pseudo-anonymous elections are forbidden.

5.4 Standard Header and Footer: All Authorized Users shall ensure that their E-mail header is plain text with no graphics.

The following footer should be appended to all E-mail sent outside of the Town of Moultonborough's network unless application automatically by Town E-mail servers:

***Statement of Confidentiality:*** *This electronic message and any attachments may contain information that is confidential and/or legally privileged in accordance with NHRSA 91-A and other applicable laws or regulations. It is intended only for the use of the person and/or entity identified as recipient(s) in the message. If you are not an intended recipient of this message, please notify the sender immediately and delete the material. Do not print, deliver, distribute or copy this message, and do not disclose its contents or take any action in reliance on the information it contains unless authorized to do so. Thank you.*

5.5 Technical Support Personnel: Technical support personnel shall not review the content of any Authorized User's Communications out of personal curiosity or at the behest of

another without the required authorization. Authorized Users shall not intercept, disclose or assist in intercepting or disclosing any electronic communications, except as authorized by this policy.

Authorized Users who receive any E-mails with disruptive or offensive content, should report this to their supervisor immediately. If an Authorized User usage of the E-mail system appears to be inappropriate or excessive, Authorized User's supervisor should be notified immediately.

## 6. INTERNET/INTRANET USE

The Internet/Intranet is to be used for access to and distribution of information in direct support of the business of the Town of Moultonborough.

6.1 Internet/Intranet Use Description: Authorized Users are given Town provided access to Internet and Intranet resources to assist them in the performance of their jobs.

- Users are representatives of the Town of Moultonborough when using the Town's Internet connection.
- Usage of the Internet is subject to the same code of conduct that applies to all other actions in the workplace.
- Use of the Internet in a manner that violates any Town rule or regulation constitutes grounds for disciplinary actions, up to and including termination.
- The Town will have access to usage logs where available, including a list of sites visited by users.
- Internet/Intranet Authorized Users are responsible for all material accessed under their user ID.

6.2 Authorized Uses of Internet/Intranet: Internet access is provided to Authorized Users for Town related business use only. Personal use that conforms to restrictions outlined below and is limited to personal time.

6.3 Prohibited Uses of Internet/Intranet: The Authorized User understands and agrees that the Internet/Intranet shall not be used for:

1. Downloading graphics, sound files, video clips or other files for personal use.
2. Games and entertainment software. Authorized Users may not use their Town provided Internet access to download games or other entertainment software, including screen savers, or to play games over the Internet.
3. Access to or the distribution of pornographic or obscene materials.
4. Anything that interrupts or disrupts other network Authorized Users, services, or equipment.
5. Violations of the privacy of other Authorized Users or their data.
6. Intentional Copying of any software, program(s), or data without a prior, good faith determination that such copying is permissible. (Efforts to obtain permission shall be documented.)
7. Intentional misrepresentation of yourself electronically as another, unless specifically authorized to do so by that authorized User, or the Department Head or his designee.

8. Intentionally developing programs designed to harass users or to infiltrate a computer or computing system and/or damage or alter the software components of same.
9. Fund raising or public relations activities not specifically related to the Town's business.
10. Any purpose not directly related to the mission or intent of the Town of Moultonborough.

## **7. CONFIDENTIAL AND NON-DISCLOSURE USE**

The Town's information shall be classified as "Confidential" unless otherwise specified and shall be protected from unauthorized disclosure.

Under no circumstances shall an Authorized User disclose to the public, or to any other individual, any confidential information pertaining to the offices or departments serviced by the Town's network.

Storage of confidential information on any mobile devices must be authorized by each department. Mobile devices known or believed to store confidential information must have the standard encryption product installed to protect information in the event the device is misplaced or stolen. Any loss of such device must be reported immediately to the Authorized User's supervisor.

## **8. ACCOUNTABILITY**

All Authorized Users of the Town's system shall adhere to this Computer Use Policy & Agreement.

The Town of Moultonborough reserves the right to monitor, to check system performance to ensure computers, systems, and networks are used properly, and to restrict activity on the network as appropriate. Authorized Users may not have a personal expectation of privacy for any information they create or receive utilizing the Town's IT resources.

The Authorized User shall be cognizant of the fact that the same laws, regulations, and requirements regarding protection, withholding, and disclosure requirements of the *Freedom of Information, Privacy and Federal Records Acts* cover federal government electronic records, including E-mail. It is also noted that the same shall apply to the NH Right-To-Know Law.

In the event there is a question, each Authorized User shall check with supervisors, management or designees to determine whether particular information is classified as confidential.

Each Department Head and supervisor is to provide Authorized Users with instruction on maintaining the security of records and the proper release of information in records.

Authorized Users who do not comply with this policy shall be subject to disciplinary action as outlined in the Town of Moultonborough's Personnel Policy.

It is the responsibility of each Department Head to enforce all policies contained in this Computer Use Policy & Agreement.

9. SIGNATURE

I hereby acknowledge I have received and reviewed all the information in this Computer Use Policy & Agreement document as it relates to the following all elements described under Section 7, "Accountability":

- Computer Use
- E-mail Use
- Internet/Intranet Use
- Confidential and Non-Disclosure Information Use

I understand that Authorized Users/Employees who do not comply with this policy may be subject to disciplinary action as outlined in the Town of Moultonborough's Personnel Policy.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name (Authorized User)

\_\_\_\_\_  
Department

\_\_\_\_\_  
This policy is effective May 4, 2000, by order of the Board of Selectmen.

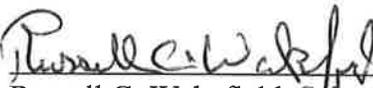
Ernest E. Davis, Jr., Chairman  
Robert W. Foster  
Russell C. Wakefield  
BOARD OF SELECTMEN

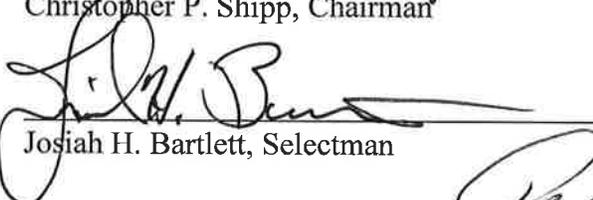
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This Policy received review, revision and update on September 21, 2006

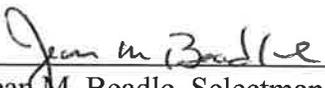
Karel A. Crawford, Chairman  
Edward J. Charest  
Ernest E. Davis, Jr.  
James F. Gray  
Joel R. Mudgett  
BOARD OF SELECTMEN

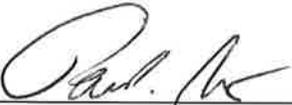
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This Policy replaces "Internet Access and e-mail Use", and was approved on June 4, 2015.

  
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Christopher P. Shipp, Chairman

  
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Russell C. Wakefield, Selectman

  
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Josiah H. Bartlett, Selectman

  
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Jean M. Beadle, Selectman

  
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Paul T. Punturieri, Selectman  
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