

CREDIT RIVER TOWNSHIP POLICY STATEMENT

Policy: IT Policy

Policy Number: 2015 - 01

Dated: April 6, 2015

Purpose:

Credit River Township recognizes that the use of personal computers, e-mail and internet has many benefits for Credit River Township and its employees. While these technologies enable greater productivity, employees are expected to use them as outlined in this policy. Unacceptable usage of technology can place Credit River Township and others at risk. This policy discusses acceptable use of Township-provided equipment and services.

Policy:

The following guidelines have been established for using Township computers, iPads, email and the internet in an appropriate, ethical and professional manner.

1. Credit River Township's computers, iPads, e-mail and internet access may not be used for transmitting, retrieving or storing of any communications of a defamatory, discriminatory or harassing nature or materials that are obscene or pornographic. No messages with derogatory or inflammatory remarks about an individual's race, age, disability, religion, national origin, physical attributes or sexual preference shall be transmitted. Harassment of any kind is prohibited.
2. Each employee or elected official is responsible for the content of all text, audio or images that he/she places on a Township computer or iPad or sends over the Township's internet and email system.
3. Email and data stored on a Township computer or iPad are not to be considered private or confidential. All electronic communications and data are Credit River Township property. Therefore, Credit River Township reserves the right to examine, monitor and regulate email messages, directories and files, as well as internet usage. Employees and elected officials are not to use "bcc" or "blind carbon copies" on Township related emails. All emails relating to Township business must disclose all recipients of the email.
4. Internal and external e-mail messages on Township computers and iPads are considered business records and are subject to the Minnesota Data Practices Act and may be subject to discovery in the event of litigation. Be aware of this possibility when sending email.
5. Downloading of software should be done only with the prior approval of the Credit River Town Board or its representative. If you are presented with a message box asking for permission to download software or an "Active-X" control, click the red X in the top-right corner of the message box and/or exit the

website immediately. Do not click the “OK” or “Cancel” buttons in a message box, as malicious website programmers have been known to covertly change what these buttons do.

6. Township computers and iPads (“PCs”) are provided to township employees and elected officials to enable more efficient and timely completion of required tasks but remain township property. This equipment is intended for Township use only although employees and elected officials may take the PCs home in the interest of security or to perform work outside of normal town hall hours. Employees are not authorized to travel with township computers unless on official township business or with the prior approval of the Credit River Township board.

Credit River Township's Right to Monitor:

All Township-supplied technology, including PCs and Township-related work records, belong to Credit River Township and not the employee or elected official. Credit River Township periodically monitors usage patterns for its email and internet communications. Although encouraged to explore the vast resources available on the Internet, employees and elected officials should use discretion in the sites that are accessed.

Since the entire computer systems and software, as well as the email and internet connection, are all Credit River Township owned, all Township policies are in effect at all times.

Questions Regarding the Use of the Internet or E-mail:

If you have questions regarding the appropriate use of the internet, e-mail or other use of the Township’s PCs please contact the Credit River Town Board or its representative.

Prepared by: Al Novak

Reviewed by: Town Attorney

Approved: April 6, 2015