

<b>CITY OF WINONA WINONA, MINNESOTA</b>  <b>ADMINISTRATIVE PROCEDURE</b>	<b>NUMBER:</b> 100-3	<b>REVISED:</b> 2	<b>PAGE</b> <u>1</u> <b>OF</b> <u>8</u>
	<b>SUBJECT: COMPUTER USE, ELECTRONIC COMMUNICATION, AND INTERNET ACCESS</b>		

### 1.0 Policy

It is the policy of the City of Winona to provide computers and other electronic communication equipment for City employees in order to promote more efficient and cost effective processing of data and to enhance job performance. The computer hardware, software, electronic mail (e-mail), voice mail, internet and intranet access, and other computer equipment or electronic data storage systems (hereafter collectively referred to as the "Computer Systems"), and telephones, cellular telephones (See *also* Administrative Manual Number 105-2; Cell Phones), facsimile machines, and pagers (hereafter collectively referred to as "Electronic Communication Equipment") are the property of the City of Winona. All communications and information transmitted by, received from, or stored in these systems are the property of the City.

The Computer Systems and Electronic Communication Equipment have been provided by the City for use in conducting City business. The Computer Systems and Electronic Communication Equipment are to be used for City purposes only. Use of the Computer Systems or Electronic Communication Equipment for personal purposes other than provided in this policy is prohibited, and there shall be no expectation of privacy in using the City's Computer Systems or Electronic Communication Equipment (See *also* City of Winona Employee Handbook - Privacy).

This policy is adopted to govern appropriate usage of and access to the City's Computer Systems and Electronic Communication Equipment, including both on work and non-work time. Every City employee is responsible for using the Computer Systems and Electronic Communication Equipment properly and in accordance with this policy. Any questions about this policy should be addressed to the Human Resources Department.

### 2.0 Departments Affected

All departments and divisions.

### 3.0 Employee Responsibility

City employees are responsible for appropriate use of all electronic tools, including the City's Computer Systems and Electronic Communication Equipment. Employees are

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expected to adhere to the highest ethical standards when conducting City business using these systems and equipment. An employee shall not use or allow the use of City time, supplies, or property and equipment for the employee's private interest or any other use not in the interest of the City, except as provided by law.

An employee may use City time, property, or equipment to communicate electronically with other persons including, but not limited to, elected officials, the employer, or an exclusive bargaining representative under Chapter 179A, provided this use, including the value of time spent, results in no incremental cost to the City or results in an incremental cost that is so small as to make accounting for it unreasonable or administratively impracticable.

**4.0 Employer Responsibility**

Managers and supervisors are responsible for ensuring the appropriate use of the City's Computer Systems, including e-mail and Internet access, and Electronic Communication Equipment through training, supervising, coaching, monitoring, and taking disciplinary action, when necessary.

**5.0 Appropriate Use**

City employees need to use good judgment in the use of the City's Computer Systems and Electronic Communication Equipment.

City employees are expected to ensure that messages they convey through these systems or equipment are appropriate in both the types of messages created and the tone and content of those messages. Employee use of all City Computer Systems, including e-mail and the Internet, must be able to withstand public scrutiny without embarrassment to the City.

Employee access to and use of electronic tools such as e-mail and the Internet is intended for City business-related purposes. Limited and reasonable use of these tools for occasional employee personal purposes that does not result in any additional costs of loss of time or resources for their intended business purpose is permitted. While employees may make limited personal use of City technology such as e-mail and Internet access, the

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amount of use during working hours is expected to be insignificant and limited to incidental use. Excessive time spent on such personal activities during working hours will subject the employee to disciplinary action.

Examples of inappropriate use include, but are not limited to, the following:

1. Illegal activities;
2. Wagering, betting, or selling;
3. Harassment, disparagement of others, stalking, and/or illegal discrimination;
4. Fundraising for any purpose unless City approved;
5. Commercial activities, e.g., personal for-profit business activities;
6. Promotion of political or religious positions or activities;
7. Receipt, storage, display or transmission of material that is or may be reasonably regarded as violent, harassing, discriminatory, obscene, sexually explicit, or pornographic, including any depiction, photograph, audio recording, or written word;
8. Downloading or installing software (including games and executable files) unless City approved;
9. Unauthorized accessing of non-public data;
10. Non-City employee use (e.g., family member or friend) at work or away from work;
11. Uses that are in any way disruptive or harmful to the reputation or business of the City; and
12. Purposes other than City business, except incidental or minimal use.

Engaging in any of the above-listed activities may subject an employee to discipline, up to and including discharge.

The traditional communication rules of reasonableness, respect, courtesy and common sense and legal requirements also apply to electronic communication. Actions that are considered illegal such as gambling and harassment are not up to the discretion of individual managers or supervisors, and such actions will subject the employee to disciplinary action up to and including discharge.

Employees should be aware that they might receive inappropriate, unsolicited e-mail messages. Any such messages should be reported immediately to the employee's supervisor or manager and any other designated official within the employee's department.

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Under no circumstances should an employee either forward or reply to these messages prior to consulting with management.

## **6.0 Union Use**

In the interest of maintaining effective labor-management relationships and efficient use of City time and resources, City e-mail systems may be used by employees designated by their respective exclusive representative as union representatives to perform duties related to the processing of grievances and collective bargaining in accordance with the provisions of applicable bargaining unit agreements and Chapter 179A, unless such use has a detrimental effect on employee morale, is of such a nature that it inflames employees against each other or against the City, or contains statements that defame or are patently detrimental or disloyal to the City.

City-owned property or services, including the e-mail system may not be used for political activities, fundraising, campaigning for union office, union organizing activities, or solicitation of employees for union membership. Union use of electronic communication technology is subject to the same conditions as employee use of such technology, as set forth in this policy. This includes the conditions set forth in the paragraph below entitled, "Privacy and Monitoring."

## **7.0 Computer Use Procedure**

### **7.1 Virus Checking**

Automatic virus checks are provided for by the City. However, manual virus checks should be conducted by individual employees whenever any of the following occurs:

- X Use of a floppy disk from other than the City.
- X Use of a floppy disk from an unknown origin.
- X Whenever a file is downloaded from the Internet.
- X Whenever losing the contents of an employee's hard disk would be

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- X      inconvenient.  
X      Only software approved by Department Head can be installed on an  
employee's computer.

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**7.2 Backup to Departmental Drive:**

- X Most departments have a drive setup for access by employees of that department only. If you are not sure if you have such a drive, ask your department secretary or ask the Information Systems Coordinator. The P:\ drive may also be used, but remember this drive can be accessed by anyone on the network so you may not want to store confidential files at that location.
- X All data on an employee's computer is saved to a file server which is backed up nightly. Each user has their own drive letter G: that will contain their files. All software programs should be directed to save data to the G: drive. At the end of each month a backup of all file servers is done that will remain saved for one year. Email is saved on the Exchange mail server. Personal address books should be saved to the G: drive also.
- X Employees are strongly urged to use this drive to **Keep Copies** of important documents, spreadsheets, reports, or presentations being worked on as all drives, other than the C:\ drive, are backed-up **daily**. Separate directories may be created on this drive.
- X Without following this procedure, it could take weeks to reconstruct valuable files.

**7.3 Naming Files/Location of Files**

- X The use of the same name for a file during more than one edit is asking for trouble.
- X Get into the habit of taking a moment to **File, Save As** on a NEW file name.
- X The more important the work product, the more important it is to have newer versions with different names from older versions.
- X Example-Instead of **BUDGET.xls**, try **BUD0997A.xls**.
- X All files created in Microsoft programs should be saved under the main directory name of "**MY DOCUMENTS**". Separate directories may be created under "MY DOCUMENTS" as you wish to organize your files. This is being done in order to simplify the backup procedure as now only the directory name "MY DOCUMENTS" will be backed up. This will mean moving all current files that you need backed up to this directory. If you

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need assistance, please ask the Information Systems Coordinator.

## **8.0 Privacy and Monitoring**

The City's Computer Systems and Electronic Communication Equipment are for use to further the business of the City of Winona.

Electronic Communication Equipment and the City's Computer Systems, including e-mail and Internet systems, and any and all software, data, or other information stored on the City's Computer Systems, are the property of the City and may be monitored, read, examined, seized, or confiscated as necessary in the City's judgment and discretion. Like other City resources, the City's Computer Systems and Electronic Communication Equipment are intended to be used for City business and other City-sanctioned activities. Accordingly, the City reserves the right to monitor any and all aspects and use of the City's Computer Systems and Electronic Communication Equipment in accordance with applicable law. Monitoring may include, without limitation, reviewing documents created and stored on its Computer Systems, deleting any matter stored in its Computer Systems (including, without limitation, its e-mail, database and word processing systems), monitoring sites visited by employees on the Internet, monitoring chat and news groups, reviewing material downloaded or uploaded by users to the Internet, and reviewing e-mail sent and received by users and Internet activities, that occur on City equipment, including those which may be of a "personal" nature.

Therefore, employees should not expect that any facsimile or voicemail or any use of the City's Computer Systems, including any e-mail message either sent or received, or any Internet activities, will remain private. The City may exercise and reserves the right to, at any time, for any reason, with or without employee consent or knowledge, monitor any use of these systems, including use of these systems while the employee is on his/her own time, to access any information on these systems, and to take any action it determines to be appropriate with respect to that information.

No file, information or data that is stored on, accessed by, or passed through any City Computer Systems, including information that may appear to be accessible only by means of a password, is private to the individual employee or user, and is available to the City for monitoring and retrieval at the City's sole discretion. The City may further request

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possession or access to any diskette, CD-ROM, or any other data storage device that has been inserted for any length of time into City computer equipment accessing the City's Computer Systems or Electronic Communication Equipment.

Data that the City maintains electronically is government data and, as such, subject to classification and access under the Minnesota Government Data Practices Act (MGDPA), Minnesota Statutes, Chapter 13, and City policy regarding the same. Employees should understand that electronic data may not be completely secure.

Employees should also understand that deletion of any electronic messages or files, including e-mail messages and Internet transactions, will not truly eliminate the electronic communications from the system. Electronic messages, communications, and files are recorded and stored on a central back-up system in the normal course of data management for system security and investigative purposes. E-mails and records of Internet activities may be retrieved and viewed by someone else with proper authority at a later date. It is the user's responsibility to use care in communicating information not meant for public viewing.

Because the City's Computer Systems, such as e-mail and Internet systems, and Electronic Communication Equipment, such as facsimiles, may not be secure, it is recommended that employees not send any data classified under the MGDPA as not public (e.g., private or confidential data on individuals or nonpublic or protected nonpublic data not on individuals) through unsecured technological devices such as unsecured facsimiles or over the e-mail or Internet systems, unless the data are encrypted or encoded.

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### Acknowledgement of Receipt

#### COMPUTER USE, ELECTRONIC COMMUNICATION, AND INTERNET ACCESS

I acknowledge that I have received the City of Winona's policy covering Computer Use, Electronic Communication, and Internet Access and understand that I am responsible for reviewing it and complying with the policy requirements.

\_\_\_\_\_  
Employee Name (Please Print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

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