



236 Grand Street
Waterbury, CT 06702

(203) 574-6761

The City of Waterbury
Connecticut

Department of Human Resources

City of Waterbury Electronic Mail Use Policy

Purpose:

The purpose of this "Electronic Mail Acceptable Use Policy" is to establish guidelines and minimum requirements governing the acceptable use of City-provided electronic mail (e-mail) services. By establishing and maintaining compliance with this policy, risks and costs to the City can be minimized while the valuable potential of this communication tool can be maximized.

The objectives of this policy are to:

- ensure that the use of City-provided electronic mail services is related to, or for the benefit of, City government;
- inform users that electronic mail messages and documents are subject to the same laws, regulations, policies, and other requirements as information communicated in other written forms and formats;
- minimize disruptions to City government activities from inappropriate use of City-provided electronic mail services; and
- provide users with guidelines describing their personal responsibilities regarding confidentiality, privacy, and acceptable use of City-provided electronic mail services as defined by this policy.

Scope:

This policy applies to any person(s) and/or contractor(s) (hereinafter referred to as "users") whose access to or use of electronic mail services is available through equipment owned or leased by the City.

User Responsibilities:

Electronic mail is not private communication. All information transmitted via the City's Internet/electronic mail system(s) can be reviewed at any time. The City reserves the right to review, audit, intercept, access and disclose all messages created, received or sent over the electronic mail system for any purpose. The contents of electronic mail properly obtained for legitimate business purposes may be disclosed within the City without the permission of the employee.

As an electronic mail participant, each user must comply with this "Electronic Mail Acceptable Use Policy." By participating in the use of networks and systems provided by the City, users agree to comply with policies governing their usage. The electronic mail system is to be used to conduct business.

The electronic mail system shall not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information or similar materials without prior authorization.

The electronic mail system is not to be used to create any offensive or disruptive messages. Among those which are considered offensive are any messages which contain sexual implications, racial slurs, gender-specific comments or any other comment that offensively addresses someone's age, sexual orientation, religious or political beliefs, national origin or disability.

The electronic mail system may not be used to solicit or proselytize for commercial ventures, outside organizations or other non-job-related solicitations.

Users should take all reasonable precautions, to prevent the use of their electronic mail account by unauthorized individuals.

It is important to remember when communicating with clients and customers to please maintain professional standards in written format.

Although confidential and sensitive information should not be included in electronic mail communications unless proper, formalized security precautions have been established, certain electronic mail communications may be privileged or confidential. It is the responsibility of each department to protect confidential and sensitive information where intentional, inappropriate, or accidental disclosure of the information might expose the City to harm.

Any employee who violates this policy or uses the electronic mail system for improper purposes shall be subject to discipline, up to and including discharge.

Any employee who discovers a violation of this policy shall notify the IT Director or Human Resources Department.

No Presumption of Privacy:

Electronic mail messages are not personal and private. The City reserves the right to monitor (please see [Public Act 98-142](#)) and/or log all electronic mail communications without notice. Therefore, users should have no expectation of privacy in the use of these resources.

Acknowledgement of Receipt of the Electronic Mail Use Policy

I _____(print name) hereby acknowledge that the City has provided me with the notice required under Public Act 98-142 (codified at Conn. Gen. Stat. Sec. 31-48d) indicating that it may monitor my use of its Technology Systems to the extent allowed by law. I have read and understand the above policy, including the City's right to monitor my use of the Technology Systems, and consent to it. I understand that the City has provided me with access to its Technology Systems and will assign E-mail address and/or voice mailbox to me based upon my representation that I will abide by this policy.

I understand that if I have any questions about this policy, that I will contact the IT or Human Resources departments for clarification at 574 6775 or 574-6761.

I understand that any violation of this policy shall subject me to discipline, up to and including termination. Such discipline shall be accordance with the applicable collective bargaining agreement, where applicable.

Signature_____ Date_____

(Return Original Acknowledgement to HR, copy for dept. files)