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The City of Waterbury
Connecticut

Department of Human Resources

City of Waterbury Internet Use Policy

Purpose:

The purpose of this "Internet Use Policy" is to establish guidelines and minimum requirements governing the acceptable use of the Internet on City of Waterbury technology systems. By establishing and maintaining compliance with this policy, risks and costs to the City can be minimized while the valuable potential of this tool can be maximized.

General:

Employees are encouraged to use the Internet for *City of Waterbury's* business purposes. By providing access to the Internet, the *City of Waterbury* hopes to improve the employee's access to both internal and external information.

Scope:

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

User Responsibilities:

When you access the Internet through the *City of Waterbury*, you represent the City. Your use must be appropriate and your conduct professional. All Internet use by employees is subject to the same policies and guidelines as apply to activities that are not conducted online. The same level of courtesy and professional behavior that is expected in the workplace applies equally to all associate communications on the Internet.

In using the Internet, employees must comply with the *City of Waterbury's* Ethic Ordinance and other applicable policies, which require, among other things, compliance with all laws. Laws with particular relevance to the Internet include those governing:

- the export of technology;
- the transmission of personal data;
- copyrights;
- trademarks;
- sexual harassment;
- sexual and racial discrimination.

In addition to these, the *City of Waterbury* expressly prohibits:

- using Internet access provided through *City of Waterbury* for commercial gain;
- using Internet access provided through *City of Waterbury* for recreation (such as game playing or sports);
- transmission of confidential information outside the *City of Waterbury*, or inside the *City of Waterbury* to unauthorized personnel;
- inappropriate and unprofessional behavior online such as use of threats, intimidation or "flaming";
- viewing, downloading or transmission of pornographic material;
- significant consumption of *City of Waterbury* resources for non-business related activities (such as video, audio or downloading large files).

Employees using the Internet must also comply with all *City of Waterbury* computer security procedures.

Employees are expected to exercise good judgment regarding personal usage of the Internet. Personal use of the Internet should be limited in duration and not for any purpose that would otherwise be in violation of this policy. Personal use should normally occur during non-work time.

Employees should be aware that all Internet use is logged and may be audited for unauthorized attempts, invalid access logs, invalid password attempts, application usage and other purposes.

If violations of this policy occur, disciplinary action, up to and including termination, may result.

No Presumption of Privacy:

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

Acknowledgement of Receipt of the Internet 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 Internet access to its Technology Systems and will assign me access 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)