

23.0 - E-MAIL AND INTERNET

23.1 - POLICY - Use of E-Mail and the Internet is becoming necessary for City employees to provide superior customer service, increase productivity and provide opportunities for professional growth. The efficient utilization of E-Mail and the Internet for communications and research can improve the quality and productivity of the City's work force. The goal of these Policies and Guidelines is to maximize and ensure the proper use of E-Mail and the Internet systems.

23.2 - INTERNET ACCESS - Requests for an E-Mail address or Internet access must be approved by the employee's Department Director and Office of the City Manager.

23.3 - RULES FOR USE OF THE E-MAIL AND INTERNET

23.3.1 - Use of E-Mail and the Internet is intended for official City business only. Blast e-mails to all City personnel must be previously approved by the Human Resources Director and the City Manager.

23.3.2 - The use of e-mail and Internet resources is prohibited for personal use. Do not send or forward chain letters, joke mails, offensive or derogatory messages, and other prohibited uses.

23.3.3 - Do not use racially or sexually derogatory language. Violations of this guideline will be disciplined through measures established by the City's Personnel Rules and Regulations and the applicable CBAs.

23.3.4 - Use of E-Mail and the Internet is a privilege - exercise good judgment in its use. Failure to adhere to these rules may result in suspension or revocation of the privilege of network access and subject the offender to disciplinary actions under the City's Personnel Rules and Regulations and the applicable CBAs.

23.3.5 - Understand that messages transferred via E-Mail and/or the Internet are public information. Confidential communications or sensitive information shall not be transmitted via E-Mail or the Internet.

23.3.6 - Material which is exempt from Florida Statutes Chapter 119 - Public Records, shall NOT be entered on E-Mail or the Internet (i.e., addresses, phone numbers, social security numbers and other personal information for Police Officers, Code Enforcement Officers or Firefighters).

23.3.7 - E-Mail or the Internet shall be treated as formal communications tools just as telephone and written communications. Employees are responsible and accountable for any e-mail communication.

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23.3.8. - Employees are encouraged to use all forms of electronic communication as necessary to perform jobs and/or enhance effectiveness.

23.3.9. - Passwords shall not be shared nor shall employees otherwise breach the security of E-Mail or the Internet. Only the individual designated by the Office of the City Manager should have your password.

23.3.10 - Under NO conditions will City employees access, download, scan or otherwise use material unrelated to the employee's work related tasks. Violations of this guideline will be disciplined through the guidelines established by the City's Personnel Rules and Regulations and the applicable CBA.

23.3.11. - Computers or terminals shall not be left unattended in a state which affords inappropriate access to records of the City, allows unauthorized users access to the Internet, or otherwise compromises security.

23.3.12. - E-Mail or the Internet are intended to facilitate City-related business communications and research and shall be used in a responsible, efficient, ethical and legal manner in accordance with the mission of the City.

23.3.13. - City employees shall virus-scan all files which are downloaded from the Internet and follow all copyright laws.

23.3.14. - Using the network for business to yield personal financial gain or for any commercial or illegal activity is strictly prohibited.

23.3.15. - Prohibited uses of E-Mail by City employees includes, but is not limited to, the following:

- A. illegal activities
- B. threats
- C. harassment
- D. slander
- E. defamation
- F. sexually obscene/offensive messages, materials, or images
- G. racially offensive or derogatory material/messages
- H. political endorsements
- I. commercial activity
- J. to send chain letters
- K. to send copies of documents in violation of copyright laws
- L. to compromise the integrity of the City in any way
- M. any non-city business
- N. offensive jokes or frivolous messages

RULE 23

23.3.16 - The City owns the equipment and its network. Internet access is provided by the City; therefore, no employee has an expectation of privacy in the computer, the network, or any internet access. Any password for a document or file that is password protected must be provided to the appropriate network manager. The City can access any computer or data saving equipment at any time. Employees will not conduct monitoring of electronic mail messages unless specifically authorized to do so by the City Manager or designee.

23.3.17 - When a City employee leaves the employ of the City, the Human Resources Department shall notify the City Manager's Office immediately to ensure that the list of users is kept up to date.

23.4 - All employees desiring to use the Internet system must sign an acknowledgment (included with these Rules and Regulations) that the City's E-Mail & Internet Policies and Guidelines has been received and that the employee fully understands that no personal privacy right in any matter is created, received or sent through E-Mail or the Internet systems.