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Exhibit N

INTERNET & COMPUTER USAGE POLICY

Policy 2.6 ELECTRONIC RESOURCES

Electronic resources are available to elected contractors, appointed officials, and employees of North Ogden City. These resources include access to the City's computers, Local Area Networks, Internet services, personal electronics, and e-mail. Our goal in providing electronic service is to promote efficiency and excellence in the workplace by facilitating resource sharing innovation, communication and collaboration.

Electronic resources, Internet access, personal electronics and e-mail have become critical components of efficient operations. With access to computers and people all over the world comes the availability of materials that may be considered to be inappropriate, illegal, obscene, or of no professional or business value. On a global network it is extremely difficult to control all materials. However, North Ogden City has taken precautions to restrict access to inappropriate materials. North Ogden City's access to/from the Internet is filtered and monitored. Users who access or attempt to access inappropriate or illegal Internet sites or who send inappropriate or illegal e-mail will be subject to disciplinary action, including the possibility of termination.

The smooth operation of the network relies upon the proper conduct of the end-users that must adhere to strict guidelines, rules and regulations. Such are provided so that users are aware of the responsibilities they are about to accept. In general, these responsibilities necessitate efficient, ethical and legal utilization of the network's resources.

A. COMPUTER/NETWORK/INTERNET/EMAIL ACCEPTABLE USE POLICY AND AGREEMENT

1. Electronic resources terms and conditions

- a. **Privileges** - The use of electronic resources is a privilege, not a right. Inappropriate use of these resources may result in disciplinary action, including the possibility of termination, and/or referral to legal authorities. The City may limit, suspend or revoke Local Service and/or Internet access, Personal Electronic Devices, and/or e-mail.
- b. **Acceptable Use** - The use of an assigned account (user login) must be in support of City business, research and/or within the personal employment goals, roles, responsibilities and objectives of the City. Each user is responsible for this provision when using the electronic resources. Reasonable personal use of electronic resources is authorized. Personal use includes non-commercial research, education, and communication.

1. Transmission, receipt, creation, or storing of any inappropriate material in violation of law or City policy is prohibited. This includes, but is not limited to: copyrighted materials, threatening, or obscene materials, materials protected by trade secrets, the design or detailed information

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pertaining to explosive devices, criminal activities or terrorist acts, sexism, or sexual harassment, pornography, gambling, illegal solicitation, racism, inappropriate language, or political lobbying. Illegal or inappropriate activities, or activities of any kind that do not conform to the rules, regulations, and policies of North Ogden City, are forbidden. The Police Department has additional policies in their manual.

2. It is advised not to reveal personal information, such as: home address, phone numbers, password, credit card numbers or social security number; this also applies to others personal information or that of organizations.
 3. No software or data from any source may be loaded onto the City's computers without first being malware checked and approved by the system administrator.
 4. Each account holder is expected to abide by the generally accepted rules of user etiquette. These rules include, but are not limited to the following:
 - a. Be polite. Never send or encourage others to send abusive messages. Use appropriate language. Always act properly as a City representative.
 - b. Use electronic mail appropriately. No sales advertisements or solicitations, etc.
2. North Ogden City owns all electronic resources in its facilities and on its equipment, including city cell phones. As owners of this electronic media, North Ogden City owns all data stored, created, transmitted, and received on these systems and media. North Ogden City reserves the right to monitor and inspect electronic activity on these systems and media, including any form of electronic messaging.
- a. **Vandalism** - any malicious attempt to harm or destroy property of the user, another user of any agencies or networks that are connected to the network, or the Internet system. Vandalism also includes, but is not limited to deletion of necessary data, abusive overloading of data on the server, or the uploading, or creation of computer viruses or other malware.
 - b. **Security** - Security on any computer system is a high priority because there are multiple users. Do not use another individual's account or log on to the system as the system administrator. If you identify a security problem, notify the system administrator at once.

B. USERS' PERSONAL ELECTRONICS

1. Elected Officials may use personal electronics for municipal business and be compensated for a portion of the costs associated with those electronics as outlined below in subsection 3.

2. Department Heads may also use personal electronics for municipal business and be compensated for portion of the costs associated with those electronics as outlined below in subsection 3.
3. Reimbursement policies
 - a. Any individual who would have been provided a municipal owned electronic device to perform the duties of their position or job may at the discretion of the City Administration be allowed to purchase their own electronic device and be compensated up to 50% of the cost of the device the City would have purchased to fulfill the technology requirements for the position, not necessarily 50% of the cost of the device purchased by the individual. The elected official or employee is required to pay for 100% of the replacement costs should the device become damaged, destroyed, or otherwise no longer work for the municipal purpose for which compensation was provided prior to the anticipated replacement schedule for city purchased devices.
 1. At the time a device is considered for purchase for departmental needs the City Administrator shall establish a useful life for the device in terms of years, though the typical life of an electronic device is expected to be two (2) years.
 - b. Any individual who is required to have a data, wireless, cellular, or other similar plan to perform the municipal business tasks assigned to them will be compensated up to 100% of the actual cost the City would have to pay had the individual been on the City's data, wireless, cellular, or similar plan. Any charges in excess of the municipal cost are the responsibility of the individual.
4. Use of Personal Electronics partially reimbursed by the City
 - a. At any time, the personal electronics which are partially reimbursed by the City may be required to be given to the City for a maximum of 24 hours to extract any relevant municipal information including, but not limited to, emails, texts, documents, and other electronically stored items. Any such electronic information shall not be deleted from any device unless properly backed up on a City computer or server.
 - b. Under no circumstances may the Personal Electronic Devices be used in a manner which violates any of the City's personnel policies while on City property, or during scheduled work hours, including breaks and lunch hours. This includes items identified in Policy 2.6.A.1.c.1 related to the transmission, receipt, creation or storing of any inappropriate material in violation of law or City policy.
 1. While on personal time, individuals may use Personal Electronic Devices as they best see fit. However, while at the workplace all personal electric devices partially reimbursed by the City must comply with the City's Internet and Computer Usage Policy and unacceptable electronic information must be deleted from the device.

- c. No personal email accounts should be used on these Personal Electronic Devices to transact City business as these emails are subject to GRAMA requests and other requirements for public information.
 - d. All individuals who have cellular or data plans reimbursed by the city may select any provider, but are responsible for all costs which exceed the reimbursement allotment.
 - 1. If cellular or data services are interrupted for any reason, including non-payment, the Department Head and City Administration shall take appropriate steps to make sure the service interruption does not disrupt the employee's ability to perform their responsibilities.
 - e. All Personal Electronic Devices which are subject to any municipal reimbursement described above shall be password protected to reduce the risk of disclosure of non-public information.
5. Use of Personal Electronic Devices not partially reimbursed by the City; No Personal Electronic Devices, regardless of reimbursement from the City, shall be used to access information which violates municipal policies during employees scheduled work hours, or on City property by any employee or City official.
6. Disposal of Personal Electronic Devices.
- a. Municipal owned Personal Electronic Devices will be replaced in accordance with individual department standards and requirements.
 - 1. Some Devices may be sold to employees or the general public as determined by the City Administration. The City will establish a minimum price and devices will be sold as determined by the City Administration.
 - b. Personal Electronic Devices which were part of the reimbursement program described in Subsection 3 above, shall become the property of the employee who paid the 75% cost upfront as outlined below.
 - 1. In the event that an employee leaves the service of the City voluntarily or involuntarily, or transfers departments within the City to a position which does not require the use of a Personal Electronic Device the employee shall reimburse the City for 100% of the 25% of the device paid by the City if less than 26% of the useful life has expired.
 - c. All software purchased by the City and installed on Personal Electronic Devices are the property of the City and may be removed upon employee termination, or the expiration of the useful life of the device.
7. All employees and Elected Officials who participate in the reimbursement for Personal Electronic Devices shall sign an agreement to reimburse the City based upon the City Reimbursement Policy, and agree to cover 100% of the replacement cost of the devices,

during the useful life of the device as determined by the City Administrator/Manager in Subsection 3.a.1.

8. All employees and Elected Officials who participate in reimbursement for cellular or data services shall sign an agreement to keep all accounts current and paid in full, with the understanding that disciplinary action may be taken if the accounts are disconnected or turned off, and result in the inability of the employee to perform the duties their position requires.

C. USER SIGNATURE OF AGREEMENT

1. Each employee will sign the "Internet & Computer Usage Policy" attached as "Exhibit N" that he/she has read and understands that Internet sites are filtered. The employee understands that their Internet and electronic messaging use are monitored and hereby agrees to comply with the above-described conditions of acceptable use.

D. ELECTRONIC MAIL AND ELECTRONIC DOCUMENT RETENTION

1. Purpose

- a. Ensure that e-mail and electronic documents are maintained in accordance with the Utah Government Records Access and Management Act (GRAMA). Electronic documents and messages created, transmitted, or received on City owned resources are the property of the City. As a condition of employment and in the interests of furthering good order and discipline among City employees, employees may not have any expectation of electronic messaging privacy and must accordingly limit any personal or inappropriate use of such. A claim of an expressed or implied expectation of privacy shall not be considered a defense against a claim of invasion of privacy or illegal or unauthorized search of electronic messaging data in any form.

2. E-mail Retention and Deletion Policy

- a. To ensure that important information is not lost because of improper deletion or mismanagement of e-mail correspondence, North Ogden City employees are directed to adhere to the following e-mail use guidelines. Broadly speaking, e-mails fall into three main categories: (1) those that may be deleted; (2) those that must be saved for future reference or public/media access; and (3) confidential information.
- b. **E-mail that must be saved** - Program, policy or decision making correspondence. Business related messages that provide substantive information about City functions, policies, procedures, or programs must be saved. These e-mails document the discussions and decisions made regarding City interests. *Note: the sender and direct recipient of program, policy, or decision-making e-mail are responsible for retaining the document.
- c. **Confidential information** - Generally speaking, confidential information should not be transmitted electronically.

- d. **E-mail that may be deleted** - All e-mail not falling into the above categories may be deleted when the user's need for the email has expired. Examples of e-mail messages that may be deleted at the discretion of the custodian, generator or recipient of a particular e-mail are:
 - 1. Personal e-mail
 - 2. Routine correspondence
 - 3. Meeting agendas, broad e-mail pronouncements, and e-mails on which you are cc'd, if you have no further use for them.
- e. **Attachment Policy** - You are required to keep a copy of any attachments you send (e.g. Word, Excel, or PowerPoint files) if they fall under the category of 'E-mail that must be saved.'
- f. **Responsibility of the Sender** - Primary responsibility of retention of important e-mail rests with the sender.
- g. **Responsibility of the Recipient** - If you are the direct recipient (not cc'd) of e-mail containing policy, program, or decision-making information, you must save the e-mail.

3. Electronic Documents Policy

- a. All electronic documents produced by City employees are the property of the City and must not be deleted. All documents created in the course of City business that fall under the category of program, policy, or decision-making should be retained according to GRAMA and appropriate City guidelines.

USER SIGNATURE OF AGREEMENT

I agree to abide by this policy and I understand any violations of the above provisions may result in the loss of privileges including employment. I agree to report any misuses of the electronic information resources to a system administrator.

I have read this agreement and understand that Internet sites are filtered and that my computer Internet and E-Mail use is being monitored. I hereby agree to comply with the above-described conditions of acceptable use.

User Name (Print)

User Signature

Date