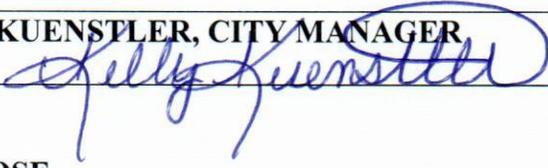




<b>SECTION: HUMAN RESOURCES</b>	<b>REFERENCE NUMBER: A18</b>
<b>SUBJECT: INTERNET POLICY</b>	<b>INITIAL EFFECTIVE DATE: 08/18/2010</b>
<b>FROM: KELLY KUENSTLER, CITY MANAGER,</b> 	<b>LAST REVISION DATE: 10/1/2017</b>

A. **PURPOSE**

The internet provides a source of information from which many employees can benefit. It is the goal of the City of Leon Valley that all employees whose job performance can be improved through the use of the Internet have access to the Internet. This policy details provisions by which the internet is allowable; the user responsibilities, regulations and authorizations.

B. **DESCRIPTION**

Employees may use the Internet to stay current on career-related topics, to improve their knowledge and skills, and to communicate with others who have expertise in the employee's field of work.

The City encourages authorized users to access the Internet during normal working hours, when direct work-related benefits can accrue. However, during non-duty hours, the requirement that Internet access be work-related is somewhat relaxed. Since the Internet access service is paid for a fixed cost basis and is not usage sensitive, users are permitted to use this capability for non-work related activities in order to build their network search and retrieval skills.

C. **RESPONSIBILITIES**

1. Supervisory Responsibility

Supervisors of Internet users subject to this policy will have the final authority in determining appropriate versus inappropriate internet use. Supervisors have the responsibility for acquiring Internet access for their employees who need it.

2. User Responsibilities

- a. Video and audio files should not be downloaded from the Internet except when they will be used to serve a significant City purpose.
- b. Individuals using city equipment to access the Internet are subject to having activities monitored by the system or security personnel. Use of this system constitutes consent to security monitoring and audit.

D. **POLICY**

1. This policy applies to Internet access only.

The following City Internet users are covered by this policy:

- a. Full or part-time employees of the City;
  - b. Volunteers who use City resources to access the Internet;
  - c. City contractors, when using City-owned equipment or facilities.
2. This policy distinguishes between Internet access performed during normal working hours and that performed outside of regular working hours such as weekends, before and after work, during lunch periods, or during scheduled break periods. This policy applies to Internet access when using City equipment, facilities, and performed using an Internet Protocol (IP) address registered to the City.
  3. No Right of Privacy/Monitoring. Users of City's electronic communication systems may not assume they are provided any degree of anonymity and employees have no right to privacy with regard to such systems. Personal passwords are not an assurance of confidentiality. To ensure proper use of its electronic communication systems, the City will monitor their use. Management staff has the ability and will with or without advance notice, monitor and view usage. This includes but is not limited to: employee email, voice mail, instant messages, text messages, information and material transmitted received or stored using City systems and user internet access and usage pattern. This is to ensure that the City's internet resources are devoted to maintaining the highest levels of productivity, as well as proper use and compliance with this policy.
  4. Authorized Internet users are not permitted to engage in the following activities either during working or non-working hours, using City equipment or facilities, or when using a City IP address:

- a. Activities for any illegal purpose;
  - b. To transmit threatening, obscene or harassing materials or correspondence;
  - c. For unauthorized distribution of city data and information;
  - d. To interfere with or disrupt network users, services or equipment;
  - e. Solicitation for religious and political causes;
  - f. Private advertising of products services; or
  - g. Any activity meant to foster personal gain.
5. This policy is intended to guide employees in determining acceptable and unacceptable uses. However, if an employee is unsure about a particular activity which is not addressed in this policy, they should ask their Supervisor.