

Date Approved: **October 29, 2002**

Date Effective: **November 1, 2002**

ELECTRONIC MEDIA AND SERVICES POLICY

The Town may maintain a voice-mail system and an electronic-mail (E-mail) system to assist in the conduct of business of the Town. These systems, including the equipment and the data stored in the system, are and remain at all times the property of the Town. As such, all messages created, sent, received or stored in the system are, and remain, the property of the Town.

Messages should be limited to the conduct of business at the Town. Voice-mail and electronic-mail may not be used for the conduct of personal business.

The Town reserves the right to retrieve and review any message composed, sent or received. Please note that even when a message is deleted or erased, it is still possible to recreate the message; therefore, ultimate privacy of messages cannot be ensured to anyone. While voice-mail and electronic-mail may accommodate the use of passwords for security, confidentiality cannot be guaranteed. Messages may be reviewed by someone other than the intended recipient. Moreover, all passwords must be made known to the Town (your system may need to be accessed when you are absent).

Messages may not contain content that may reasonably be considered offensive or disruptive to any employee. Offensive content would include, but would not be limited to, sexual comments or images, racial slurs, gender-specific comments or any comments that would offend someone on the basis of his or her age, sexual orientation, religious or political beliefs, national origin, or disability.

Employees learning of any misuse of voice-mail or electronic system or violation of this policy shall notify his/her supervisor and/or the Director of Human Resources immediately.

Note: It is the responsibility of the Director to ensure that the Director of Human Resources is advised of all current passwords.