

Date Approved: **October 29, 2002**

Date Effective: **November 1, 2002**

COMPUTER INTERNET ACCESS USAGE POLICY

The Town maintains a networked system of computers which have access to the Internet to assist in the conduct of business of the Employer. 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, any and all Internet access shall be performed within the interests of the Town. This shall include the downloading or viewing of information from the Internet.

Internet access and the downloading of any information should be limited to the conduct of business at the Town and may not be used for the conduct of personal business without the prior written approval of the Employer.

The Employer reserves the right to retrieve and review any information downloaded and locations (web-sites) visited while accessing the Internet. Please note that even when a location is deleted or erased, it is still possible to recreate the accessed locations; therefore, ultimate privacy of Internet access cannot be ensured to anyone.

Locations 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 Internet access or violation of this policy shall notify his/her supervisor and/or the Director of Human Resources immediately.