

RECORD OF ORDINANCES

VILLAGE OF MCCONNELSVILLE

Resolution No. 16-07 Passed 7th day of June 2016

A RESOLUTION ADOPTING AN ELECTRONIC USE POLICY

WHEREAS, the Village of McConnelsville, Ohio desires to establish an electronic use policy; defining access, use, and restrictions.

NOW, THEREFORE, BE IT ORDAINED by the Council of the Village of McConnelsville, County of Morgan, State of Ohio, as follows:

SECTION I. The Village hereby adopts the electronic use policy, which is set forth in Exhibit A attached hereto. All Village officials and employees are required to adhere to the policy.

SECTION II. The Fiscal Officer shall cause a copy of the electronic use policy to be delivered to each current official and employee of the Village and shall cause a copy of the policy to be delivered to all future employees of the Village within thirty (30) days of their hire date.

SECTION III. That it is hereby found and determined that all formal actions of this Council concerning and relating to the passage of this Resolution were adopted in an open meeting of the Council and that all deliberations of the Council and any of the decision making bodies of the Village of McConnelsville which resulted in such formal actions were in meetings open to the public in compliance with all legal requirements of the Village of McConnelsville, Morgan County, Ohio.

First Reading: _____ May 3, 2016 _____

Second Reading: _____ May 17, 2016 _____

Third Reading: _____ June 7, 2016 _____

Passed this _____ 7th _____ day of _____ June _____, 2016.

John W. Finley
Mayor

Attest:

Ellen M. Hemry
Fiscal Officer

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EXHIBIT A

Electronic Use Policy

The purpose of this is to establish an electronic use policy for the Village of McConnelsville

101 Privacy

Computers, computer files, the e-mail system, software, and cell phones that are furnished to employees or officials are the Village of McConnelsville property intended for business use. No employee should expect privacy in work-related conduct or the use of this property owned or provided by the Village of McConnelsville. The purpose of this policy is to notify you that no reasonable expectation of privacy exists in connection with your use of such property.

102 Right to Access

Although employees may have individual access passwords to voicemail, e-mail, computer network and other electronic information systems, these systems are, and must remain, accessible at all times to and by the Village of McConnelsville and may be subject to periodic, unannounced inspections by the Village of McConnelsville for business purposes. Employees may not withhold information maintained within computer files, computer databases or electronic information systems with the exception of the Mayor and appropriate administrative personnel. Passwords not made available to the Village. Village of McConnelsville may be decrypted. E-mail and voicemail messages can be maintained by or accessible to the Village of McConnelsville and may be referenced for business, legal or other reasons. All information accessible may be duplicated by the Village of McConnelsville. To ensure compliance with this policy, computer and e-mail usage may be monitored.

103 Use Restrictions

No employee shall copy for personal use any program, file or record containing proprietary or copyrighted materials belonging to the Village of McConnelsville or to a third-party software license or which the Village of McConnelsville has purchased, leased or licensed for official the Village of McConnelsville business. Additionally, no employee shall copy onto the Village of McConnelsville computer system any employee's personal programs, files or software.

104 Internet Usages

Internet access to global electronic information resources on the World Wide Web is provided by the Village of McConnelsville to assist employees in obtaining work-related data and technology. The following guidelines have been established to help ensure responsible and productive internet usage. While internet usage is intended for job-related activities, incidental and occasional brief personal use is permitted within reasonable limits and subject to this policy. Village of McConnelsville reserves the right to monitor any and all Internet traffic.

All Internet data that is composed, transmitted, or received via our computer communications systems is considered to be part of the official records of Village of McConnelsville and, as such, is subject to disclosure to law enforcement or other third parties. This data is not private and no employee should expect that it is. Consequently, employees should always ensure that the business information contained in Internet e-

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mail messages and other transmissions is accurate, appropriate, ethical, in compliance with all Village of McConnelsville policies and lawful.

The unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the Internet is expressly prohibited. As a general rule, if an employee did not create material, does not own the rights to it, or has not gotten authorization for its use, it should not be put on the Internet. Employees are also responsible for ensuring that the person sending any material over the Internet has the appropriate distribution rights.

Users should take the necessary anti-virus precautions before downloading or copying any file from the Internet or outside media (i.e.: c.d., flash drives, compact flash cards etc.). All downloaded files are to be checked for viruses; all compressed files are to be checked before and after decompression.

Abuse of the Internet access provided by Village of McConnelsville in violation of law or Village of McConnelsville policies will result in disciplinary action, up to and including termination of employment. Employees may also be held personally liable for any violations of this policy.

105 Forbidden Content

The Village of McConnelsville strives to maintain a workplace free of harassment and sensitive to the diversity of its employees. Therefore, The Village of McConnelsville prohibits the use of personal computers, portable electronic devices, and e-mail/messaging systems in ways that are disruptive, offensive to others, or harmful to morale. Other such misuse includes, but is not limited to, ethnic slurs, racial comments, off-color jokes, or anything that may be construed as harassment or showing disrespect for others.

106 Violations

Employees should notify their immediate supervisor or any member of management upon learning of violations of this policy. Employees who violate this policy will be subject to disciplinary action, up to and including termination of employment.

107 Social Networking

A. The use of Village of McConnelsville logos, name, pictures or accounts of activities is strictly prohibited without prior approval from the Mayor.

B. Personal blogs or other postings should have clear disclaimers that the views expressed by the author are the author's alone and do not represent the views of the Village of McConnelsville.

C. Social media activities must not interfere with work related commitments or activities.

D. Your online presence reflects the Village of McConnelsville. Be aware your actions captured via images, posts, or comments can reflect that of our Village of McConnelsville.

E. Do not reference or site Village of McConnelsville employees or vendors without their express consent.

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108 Acceptable Use Requirements

A. Users must report any weaknesses in Village of McConnelville computer security to the appropriate staff. Weaknesses in computer security include unexpected software or system behavior, which may result in unintentional disclosure of information or exposure to security threats.

B. Users must report any incidents of possible misuse or violation of this Acceptable Use Policy associated with the Internet, Intranet, and Email use standards.

C. Users must not attempt to access any data, documents, email correspondence, and programs contained on Village of McConnelville systems for which they do not have authorization.

D. Systems administrators and authorized users must not divulge remote connection modem phone numbers or other access points to Village of McConnelville computer resources to anyone without proper authorization.

E. Users must not share their account(s), passwords, Personal Identification Numbers (PIN), or similar information or devices used for identification and authorization purposes.

F. Users must not make unauthorized copies of copyrighted or Village of McConnelville owned software.

G. Users must not use non-standard shareware or freeware software without the appropriate Village of McConnelville Council approval.

H. Users must not purposely engage in activity that may harass, threaten or abuse others or intentionally access, create, store or transmit material which Village of McConnelville may deem to be offensive, indecent or obscene, or that is illegal according to local, state or federal law.

I. Users must not engage in activity that may degrade the performance of Information Resources; deprive an authorized user access to Village of McConnelville resources; obtain extra resources beyond those allocated; or circumvent Village of McConnelville computer security measures.

J. Users must not download, install or run security programs or utilities such as password cracking programs, packet sniffers, or port scanners that reveal or exploit weaknesses in the security of a Village of McConnelville computer resource unless approved by the Mayor.

K. Village of McConnelville Information Resources must not be used for personal benefit, political activity, unsolicited advertising, unauthorized fund raising, or for the solicitation of performance of any activity that is prohibited by any local, state or federal law.

L. Access to the Internet from Village of McConnelville owned, home based, computers must adhere to all the policies. Employees must not allow family members or other non-employees to access nonpublic accessible Village of McConnelville computer systems.

M. Any security issues discovered will be reported to the Council for follow-up investigation.

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109 Incidental Uses

A. Incidental personal use of electronic mail, Internet access, fax machines, printers, and copiers is restricted to the Village of McConnelsville approved users only and does not include family members or others not affiliated with the Village of McConnelsville.

B. Incidental use must not result in direct costs to the Village of McConnelsville, cause legal action against, or cause embarrassment to the Village of McConnelsville

C. Incidental use must not interfere with the normal performance of an employee's work duties.

D. Storage of personal email messages, voice messages, files and documents within the Village of McConnelsville computer resources must be nominal.

Village of McConnelsville council will resolve incidental use questions and issues using these guidelines.