

COMPUTER USE POLICY & AGREEMENT

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1 PURPOSE

The purpose of this document is to establish a common and uniform policy with signatory agreement for _____ (Town of Wolfeboro employee; further identified as Authorized User) regarding use of Town of Wolfeboro computers, systems, and networks.

1.1. Authorized User

This Computer Use Agreement covers the following Authorized Users:

- Full or part-time employees of The Town of Wolfeboro.
- Volunteers and interns authorized to use Town of Wolfeboro resources.
- Contractors, vendors or individuals associated with the Town of Wolfeboro authorized to use the Town of Wolfeboro network resources.

1.2. Computer Use Agreement Information

PLEASE READ THIS AGREEMENT CAREFULLY. IT CONTAINS IMPORTANT INFORMATION ABOUT THE DUTIES YOU MUST UNDERTAKE AND THE RULES YOU MUST ADHERE TO ONCE YOU ARE GRANTED ACCESS TO USE THE TOWN OF WOLFEBORO NETWORK AND COMPUTER EQUIPMENT.

1.3. Computer Use Agreement

This document includes information on the following:

- PRIVACY POLICY
- COMPUTER USE
- E-MAIL USE
- INTERNET/INTRANET USE
- CONFIDENTIAL AND NON-DISCLOSURE INFORMATION USE

2 ACKNOWLEDGEMENT

YOUR SIGNATURE AND INITIALS ARE REQUIRED AT THE END OF THIS DOCUMENT TO ACKNOWLEDGE THAT YOU HAVE READ AND UNDERSTAND THIS AGREEMENT. IF YOU HAVE ANY QUESTIONS REGARDING THIS POLICY, PLEASE CONTACT YOUR SUPERVISOR OR FINANCE DEPARTMENT.

3 PRIVACY POLICY

Computer resources and accounts given to authorized users as required to accomplish their jobs. All computer systems are property of the Town of Wolfeboro and are subject to removal or replacement at any time. Authorized users who use the Town of Wolfeboro computers for personal and/or business are at risk of losing that information if the computer is replaced. They risk disciplinary action, up to and including dismissal, for using the computer for personal use or for violating the Town of Wolfeboro policies and procedures. The Town of Wolfeboro reserves the right to monitor and check system performance to ensure computers, systems, and networks are used properly and to restrict activity on the network as appropriate.

3.1. No Privacy

Authorized users should have no expectation of privacy in anything they create, store, send, or receive on the computer system.

3.2. Usage Monitoring

The Town of Wolfeboro reserves the right to monitor any and all aspects of its computer system, including, but not limited to, monitoring sites visited by authorized users on the Internet, monitoring chat groups and news groups, reviewing material downloaded or uploaded by users to the Internet, and reviewing the content of e-mail sent and received as all these forms of communication are conducted on the Town of Wolfeboro-owned equipment. Users who seek to block or otherwise prevent surveillance will be subject to immediate disciplinary action, up to and including termination.

3.3. Blocking

The Town of Wolfeboro may use software to identify inappropriate or sexually explicit Internet sites. Such sites may be blocked from access. In the event you nonetheless encounter inappropriate or sexually explicit material while browsing on the Internet, immediately disconnect from the site, regardless of whether the site was not subject to blocking software and report this immediately to your supervisor.

3.4. Computer Use Violations

If an Authorized user's use of the network or computer system appears to be inappropriate or abusive, the user's supervisor should be notified immediately.

4 COMPUTER USE

The network and computer equipment are Town of Wolfeboro property and are provided for Town of Wolfeboro business purposes only.

4.1. Computer Use Description

In consideration for the privilege of accessing and using computers, computer facilities, network, licensed or development software maintained or operated by any of the Town of Wolfeboro entities, systems, equipment, documentation, information, reports, or data of any kind (hereinafter "Information"), the Authorized User understands and agrees to the following rules:

1. Numerous security and privacy regulations apply to client and business information contained in all Town of Wolfeboro information systems. Every Authorized User has responsibility to ensure the protection of Information from unauthorized access, misuse, theft, damage, destruction, modification or disclosure.
2. Any person or any use not specifically known by the Authorized User as being authorized to access or use Information shall be promptly reported to the appropriate Supervisor.
3. Information shall be used solely for the purpose of conducting official Town of Wolfeboro business. All other use or access is strictly forbidden, including, but not limited to, personal or other private and non-Town of Wolfeboro use.

4. At no time shall an Authorized User knowingly access or attempt to access any Information without having the express authority or appropriate authorization to do so.
5. At no time shall an Authorized User access or attempt to access any Information in a manner inconsistent with approved policies, procedures and/or agreements relating to system entry/access.
6. All Information developed while on the job utilizing Town of Wolfeboro facilities or resources shall be the exclusive property of the Town of Wolfeboro.
7. All software licensed, developed or being evaluated by the Town of Wolfeboro shall not be copied, shared, distributed, sub-licensed, modified, reverse engineered, rented or sold. At all times the Authorized User shall use utmost care to protect and keep such software strictly confidential in accordance with the license or any other agreement executed by the Town of Wolfeboro.
8. An authorized user shall use only equipment or software owned, licensed or being evaluated by the Town of Wolfeboro. Personal software (including but not limited to Palm sync software) shall not be installed on any equipment.
9. At no time shall the Authorized User's share or permit use of computer password(s) or premises access cards, keys or codes by any other person.
10. Authorized users may not illegally copy material protected under copyright law or make that material available to others for copying. Authorized users are responsible for complying with copyright law and applicable licenses that may apply to software, files, graphics, documents, messages, and other materials to be downloaded or copied.
11. Material that is fraudulent, harassing, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory, or otherwise unlawful or inappropriate may not be sent by e-mail or other form of electronic communication (bulletin board systems, news groups, chat groups), downloaded from the Internet, or displayed on or stored on Town of Wolfeboro computers. *Authorized users encountering or receiving this kind of material should immediately report the incident to their supervisor.*
12. At no time shall an Authorized User leave a workstation without first ensuring that the workstation is properly secured from unauthorized access.

Authorized users shall report any inappropriate, excessive or suspected violations of this policy to the appropriate supervisor immediately.

5 E-MAIL USE

E-Mail and other electronic communication messaging systems are Town of Wolfeboro property and are to be used for business purposes only. E-Mail is defined as "internal E-Mail systems" or "Town of Wolfeboro-funded E-Mail systems".)

5.1. E-Mail Use Description

The Town of Wolfeboro provides E-Mail service to support open communications and to exchange information. E-Mail is not encrypted and is not secure. Correspondence via the Town of Wolfeboro E-Mail has no guarantee of personal privacy and usage may be monitored without notice.

5.2. Authorized Use of E-Mail

Electronic communications via E-mail should be viewed as the equivalent of letters sent on official letterhead. Communications should be accurate, relevant, concise and be written in a professional and courteous tone. When using E-Mail, users are expected to maintain the same degree of professionalism expected in all business communications.

- If an Authorized User cannot immediately respond satisfactorily, the Authorized User should send an acknowledgement.
- Authorized Users must have approval from Agency/Office/Division head before sending out a global or broadcasting mailings (e.g., All Employees, Everyone @ <location>)
- If E-Mail is not available to authorized users while out of the office, the automatic forwarding of e-mails to an external destination e-mail address is prohibited.

5.3. Prohibited Uses of E-Mail

The Authorized User understands and agrees that e-mail shall not contain or be used for:

1. Any unlawful purpose.
2. Any use that reflects poorly on a Town of Wolfeboro entity.
3. Personal business or commercial purposes.
4. Invasion of the privacy of others.
5. Distribution of pornographic or obscene materials.
6. Profane or abusive language.
7. Distribution of non-business materials including but not limited to jokes, chain letters, cartoons, sound files, amusement or entertainment purposes or executables not specifically business related.
8. Creating or transmitting statements, messages, language, images, that might constitute intimidating, hostile or offensive material likely to be disparaging of others based on race, national origin, sex, sexual orientation, age, disability, religious beliefs, or political beliefs.
9. Any use that compromises the integrity of the systems, network, other network users, or causes any interruption or disruption of services or equipment.
10. Misrepresentation of the Authorized User's identity, including using another's Authorized User ID and password. Authorized users must not alter the "From:" line or other attribution-of-origin information in electronic communications. Anonymous or pseudonymous electronic communications are forbidden.
11. Any lobbying contact or effort in support of such contacts, or causing others to make contact with members of the legislature or legislative committees including but not limited to: preparation and planning activities; research, and other background work that is intended at the time performed, to influence the approval, modification or rejection of any legislation by the legislature of the State of New Hampshire or any committee thereof without the explicit consent of the Town of Wolfeboro or their designee.

5.4. Standard Header and Footer

All authorized users shall ensure that their e-mail header is plain text with no graphics.

The e-mail signature should be left justified with no special formatting. The following footer should be appended to all e-mail sent outside of the Town of Wolfeboro network unless applied automatically by Town of Wolfeboro e-mail servers:

***Statement of Confidentiality:** The contents of this message are confidential. Any unauthorized disclosure, reproduction, use or dissemination (either whole or in part) is prohibited. If you are not the intended recipient of this message, please notify the sender immediately and delete the message from your system.*

5.5. Technical Support Personnel

Technical support personnel shall not review the content of an Authorized User's communications out of personal curiosity or at the behest of another without the required authorization. Authorized Users shall not intercept, disclose or assist in intercepting or disclosing any electronic communications, except as authorized by this policy.

Authorized users who receive any e-mails with disruptive or offensive content, should report this to their supervisor immediately. If an employee's use of the E-Mail system appears to be inappropriate or excessive, the employee's supervisor should be notified immediately.

6 INTERNET/INTRANET USE

The Internet/Intranet is to be used for access to and distribution of Information in direct support of the business of the Town of Wolfeboro.

6.1. Internet/Intranet Use Description

Authorized Users are given Town of Wolfeboro provided access to Internet and Intranet resources to assist them in the performance of their jobs.

- Users are representatives of the Town of Wolfeboro when using the Town of Wolfeboro's Internet connection
- Usage of the Internet is subject to the same code of conduct that applies to all other actions in the workplace.
- Use of the Internet in a manner that violates any Town of Wolfeboro rule or regulation constitutes grounds for disciplinary actions, up to and including termination
- The Town of Wolfeboro will have access to usage logs where available, including a list of sites visited by users.
- Internet/Intranet Authorized Users are responsible for all material accessed under their user ID.
- Users are prohibited from accessing the Internet by utilizing a dial-up modem located on a network resource within the Town of Wolfeboro.

6.2. Authorized Uses of Internet/Intranet

Access and software for browsing is provided to Authorized Users for Town of Wolfeboro related business use only.

- Communications with other Town of Wolfeboro and the general public.
- Communication of Information related to professional development or to maintain currency on topics of agency interest.
- Announcement of new laws, rules or regulations.
- Encouraging collaborative projects and sharing of resources.
- Fostering innovation and competitiveness within the Town of Wolfeboro.
- Personal use that conforms to restrictions outlined below and is limited to personal time.

6.3. Prohibited uses of Internet/Intranet

The Authorized User understands and agrees that the Internet/Intranet shall not be used for:

1. Chat rooms, interactive games, and personal message boards.
2. Downloading graphics, sound files, video clips or other files for personal use.
3. Games and entertainment software. Authorized users may not use their Town of Wolfeboro-provided Internet access to download games or other entertainment software, including screen savers, or to play games over the Internet.
4. Access to or the distribution of pornographic or obscene materials.
5. Anything that interrupts or disrupts other network Authorized Users, services, or equipment.
6. Violations of the privacy of other Authorized Users or their data.
7. Intentional copying of any software, program(s), or data without a prior, good faith determination that such copying is permissible. (Efforts to obtain permission shall be documented.)
8. Intentional misrepresentation of yourself electronically as another, unless specifically authorized to do so by that Authorized User.
9. Intentionally developing programs designed to harass users or to infiltrate a computer or computing system and/or damage or alter the software components of same.
10. Fund raising or public relations activities not specifically related to Town of Wolfeboro business.
11. Any purpose not directly related to the mission or intent of the Town of Wolfeboro.

If an employee's use of the Internet/Intranet appears to be inappropriate or excessive, the employee's supervisor should be notified immediately.

7 SECURITY AWARENESS TRAINING

Authorized users of Town of Wolfeboro network resources play a critical role in protecting Town of Wolfeboro systems and information. All authorized users are required to complete Town of Wolfeboro-provided computer-based security awareness training every two years at a minimum. All newly authorized users must complete security awareness training within 45 days of effective start date. Completion certificates must be forwarded to the agency Human Resource office or designee for retention.

8 CONFIDENTIAL AND NON DISCLOSURE USE

Town of Wolfeboro's Information shall be classified as "Confidential" unless otherwise specified and shall be protected from unauthorized disclosure.

Under no circumstances shall an Authorized User disclose to the public, or to any other individual, any confidential Information pertaining to the offices or departments serviced by Town of Wolfeboro network.

Storage of confidential information on mobile devices must be authorized by each agency. Mobile devices known or believed to store confidential information must have the standard encryption product installed to protect information in the event the device is misplaced or stolen. Any loss of such device must be reported immediately to the employee's supervisor.

9 ACCOUNTABILITY

All Authorized Users of the Town of Wolfeboro system shall adhere to this Computer Use Policy & Agreement.

The Town of Wolfeboro reserves the right to monitor, to check system performance to ensure computers, systems, and networks are used properly and to restrict activity on the network as appropriate. Authorized Users may not have a personal expectation of privacy for any information they create or receive utilizing Town of Wolfeboro's IT resources.

The Authorized User shall be cognizant of the fact that the same laws, regulations, and requirements regarding protection, withholding, and disclosure requirements of the *Freedom of Information, Privacy and Federal Records Acts* cover federal government electronic records, including E-Mail.

In the event there is a question, each Authorized User shall check with supervisors, management or designees to determine whether particular information is classified as confidential.

Each Supervisor, management or designee is to provide Authorized Users with instruction on maintaining the security of records and the proper release of information in records.

Employees who do not comply with this policy shall be subject to disciplinary action as outlined in the Town of Wolfeboro Personnel Policy.

It is the responsibility of each department head to enforce all policies contained in this Computer Use Policy & Agreement.

10 SIGNATURE

I hereby acknowledge I have received, reviewed, and completely understand all the information in this Computer Use Policy & Agreement document as it relates to the following and all elements described under Section 7, *Accountability*:

- **COMPUTER USE**

- **E-MAIL USE**
- **INTERNET/INTRANET USE**
- **CONFIDENTIAL AND NON-DISCLOSURE INFORMATION USE**

I understand that Employees who do not comply with this policy shall be subject to disciplinary action as outlined in the Town of Wolfeboro Personnel Policy.

Signature Line

Date

Print Name Here (Authorized User)