

INTERNET AND E-MAIL

PURPOSE

The purpose of these policies is to assist the City of Milan in protecting its computer system security and assets, to protect the privacy rights of employees, to manage city resources, and to protect the rights of third parties for appropriate access to city files.

ELECTRONIC MAIL AND OTHER PRIVACY ISSUES

Data stored in any form using city equipment is considered city data. Such data is available to anyone authorized to see that data. This is a rapidly changing area of the law, but court settlements and case law provide some basic guidelines for using electronic mail (E-mail), including personal e-mail for city business, or any other form of storing data as a city employee or elected official:

Tact counts. If there is any doubt whether E-mail is the right medium for a message, use another form of communication.

If you are a supervisor, never deliver a reprimand via E-mail.

Never gossip or provide personal information about yourself or someone else or emotional responses to business memos.

Do not use insensitive language or derogatory, offensive, or insulting remarks.

Do not use harassing language, including sexually harassing language, or any remarks that may be misinterpreted.

E-mail is not confidential, and will be periodically reviewed.

In other words, use common sense and focus on city business.

CITY INTERNET USE

The use of the City Internet should be limited to those subjects that are directly related to an individual's job duties for the City of Milan. Employees, including elected officials, are advised to exercise discretion when using the City Internet for personal matters since any use can be monitored by individuals outside the organization, and will be monitored by the City.

This use is limited to web sites that are considered "business appropriate" and users are expected to exercise good judgment when accessing sites. Users may not intentionally access any site that is inappropriate for a public sector employee, or which could cause

embarrassment to the organization or the employee. Public sector organizations are held to a high standard of scrutiny and ethical behavior. Some examples of inappropriate sites include adult entertainment, sexually explicit material, websites promoting violence or terrorism, illegal use of controlled substances (drugs) and intolerance of other people/races/religions, etc.

Any employee with Internet access who feels that their account is being used or accessed by another individual without authorization should report their findings immediately to the city clerk or mayor.

ELECTRONIC COMMUNICATION

Electronic communications can take a variety of forms such as telephone messages, voice mail, facsimile, electronic mail and similar computer-based documents.

Electronic communication is any message or data sent or received electronically. Electronic mail or e-mail is computer based and involves receiving and delivering some type of computer output (messages, letters, memos, spreadsheets, etc) via the city phone lines. The City of Milan's e-mail system is provided to facilitate city business communication among employees, officials, and other business associates.

The City e-mail system is city property and is intended for city business. E-mail is not to be used for employee personal gain, illegal activities, or political activities. All data and other electronic messages within this system is the property of the City of Milan. Limited and brief personal use of the e-mail is acceptable.

Neither the e-mail system nor official's personal e-mail should be used to transmit sensitive material such as personnel decisions, reprimands, or material which is confidential in nature. Avoid language that is insensitive, insulting, offensive, derogatory, harassing, or discriminatory. If you are in doubt whether electronic communication is the property medium for a message, use another form of communication.

Generally, e-mail messages are temporary communications, which are non-vital and may be discarded routinely. However, depending on the content of the message, it may be considered a more formal record and should be retained pursuant to a departments record retention schedule.

USE OF SOCIAL MEDIA

The term "employees" referred to in this section is defined as all full-time, part-time and seasonal employees, all volunteers, and all appointed and elected officials of the City of Milan.

Political Activity Policy. Employees are prohibited from using city resources to participate in personal political activity while on city time or while discharging city

responsibilities. Employees are prohibited from, in any manner, implying or suggesting that the city either supports a particular candidate, political issue or endorses the personal political opinions or the employee. Employees are expected to exercise great care, at all times, to distinguish their personal opinions about candidates or political issues from that of the city.

Media requests. With the exception of routine events and basic information that is readily available to the public, all requests for interviews or information from the media must be routed through the city mayor or the city mayor's designee.

Guidelines for personal communications. While every employee has a right to speak out on the issues facing the community, state and nation, employees must take great care to make it clear that their personal opinions are their own and do not represent the official policy or position of the city.

Social Media Accounts. All social media accounts are governed under the city's Social Media Policy.

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