

**CITY OF RACINE
ELECTRONIC MEDIA AND SERVICES POLICY**

This policy refers to all electronic media and services provided by the City, such as computers, e-mail, voice-mail, external electronic bulletin boards, on-line services, the internet and the World Wide Web. With the rapidly changing nature of these media and services, this policy is a guide and cannot cover every situation.

Employees are given access to these services to enhance their ability to communicate with each other as well as others who are connected to the Internet, and to effectively use the resources available on the World Wide Web. In using electronic media, employees are identifiable as City employees and, therefore, must conduct themselves as they would in any other form of business communication on behalf of the City. Employees must respect the confidentiality of other people's electronic communication and must not attempt to break into other systems, passwords, files, or computer/network security measures. In addition, employees must not monitor electronic files or communications of others, except by explicit direction of the Director of Information Systems.

From time to time the city will retrieve, monitor and read employee communications sent and received through the city e-mail system and will review employee use of the World Wide Web. Employees using the City's electronic media systems should have no expectation of privacy with respect to their use of the system. Employees should be aware, for example, that deleting an e-mail at a work station does not delete the e-mail from the system network or backup tapes.

Employees must not knowingly transmit, receive, or store any communications that could be interpreted as unlawfully discriminatory, harassing, defamatory, threatening, obscene, X-rated, or illegal or against any policy of the City. Employees may not send e-mail or other electronic communications that try to hide the identity of the sender or that represent the sender as a different person, nor shall employees disclose confidential or privileged information through electronic communications. Without permission of the copyright owner, employees shall not copy, retrieve, modify or forward copyrighted material, except a single copy for reference use only.

The limited, occasional use for personal, non-business purposes is understandable and acceptable, within the guidelines set forth above.

Violation of this policy, like all City policies, subjects an employee to disciplinary action up to and including termination, as appropriate. Users of the City's electronic media, by signature below, acknowledge these conditions and consent to and agree to follow them. The undersigned has read and understands this policy and agrees to use the City's electronic media with this policy.

Signature:

Date:

Printed Name