



# Town of **LYNNFIELD**

## **Computer Use Policy**

### Purpose:

The purpose of this document is to establish a policy to manage access to town computers, related equipment, and data (files and transmissions), in order to ensure the availability, integrity, and controlled accessibility of that equipment and data.

The Information Systems (IS) department, part of the Town of Lynnfield, is the organization responsible for providing and maintaining general computing and networking capabilities throughout the town. The IS department provides resources to maintain the security and integrity of town data, and provides for the integration of business information services within the town.

### Policy:

- a) All town-owned computers are covered under this policy.
- b) Exceptions to this policy and/or special requirements must be fully justified, coordinated, and approved by the town's Information Technology Officer.
- c) Administration is the function of the ITO.
- d) Computers are a town resource and should not be used for personal activities.
- e) Data are town resources, and are not owned by any individual, although some people may act as custodian of some data.
- f) This policy applies to all town employees and any non-employees authorized to use town computers and all related equipment.

## Communications on Computer Security Issues

Employees contact the IS department when they become aware of any issues or problems related to computer security, for example, viruses on computers, computers running and open for use without proper supervision, and accidental access to restricted data.

## Back Up

Town servers are backed up on a daily basis by the IS department.

All documents and data related to town business are stored on one of four town servers, i.e., Police, Assessor, Schools, or Information Systems to facilitate daily back ups, according to guidelines established by IS.

## Log In/Shut Down

Employees shall lock, log off or shut down their computers when they leave their work area to prevent unauthorized use.

## Virus Prevention

All town computers shall maintain anti-virus protection.

## Monitoring Computer Use

Town computers and data contained thereon are the property of the Town of Lynnfield. The town reserves the right to monitor use by any available technical means, e.g., logging use or monitoring files on hard drives, in order to ensure the efficiency of town operations. Monitoring is the responsibility of the Information Technology Department and/or the relevant Department Head.

## Software Installation

Employees are prohibited from loading programs on town computers without the permission of the Information Technology Department and/or the relevant Department Head. This prohibition includes but is not limited to games, screen savers, and file sharing programs such as Napster.

*Accepted by the Information Technology Advisory Committee May 23, 2001*



# Town of **LYNNFIELD**

## **Electronic Mail Services Policy**

The Town of Lynnfield provides electronic mail services (email) for its employees to use to enhance productivity, communication and efficiency in the work place. To facilitate these objectives, the following guidelines must be adhered to in the use of email.

1. Town email accounts are provided to enhance employees efficiency in conducting town business. Any use of email that interferes with town business or computer operations is prohibited.
2. Employees must clearly identify themselves by name and title in all email correspondence.
3. Employees are not to perform any of the following acts:
  - take any action that would disguise the origin of email
  - permit another person to transmit email that falsely identifies your account as the origin of email transmission
4. The transmission through email of offensive material of any kind, is prohibited.
5. To the extent possible, email and attachments from known and trusted sources only, should be opened.
6. The transmission, uploading, reproduction, distribution and/or participation in the transfer or sale, or the exploitation of any content obtained through email, for commercial gain is prohibited.
7. The transmission and/or receipt of responses to chain letters and/or pyramid schemes of any kind, is prohibited.
8. Employee email accounts are the property of the Town of Lynnfield. In the event of an employee's termination, access to his/her email account will be assigned to an appropriate supervisor. It is the responsibility of the supervisor to review the account for useful and relevant material. After this occurs the account will be deleted or reassigned.
9. Record retention will be consistent with state law.

The Town of Lynnfield reserves the right to change this policy, at it's discretion, at any time. Further, the Town of Lynnfield reserves the right to access or monitor any employee's email at any time for the purpose of investigating possible violations of the terms of this email policy or for other employee relations situations.

*Accepted by the Information Technology Advisory Committee May 23, 2001*