

CITY OF WHITING

ELECTRONIC COMMUNICATION USE

AGREEMENT FORM

The City of Whiting, Indiana wishes to strike an equitable balance between office technologies, an employee's right to privacy and the City's interests in confidentiality and prevention of system abuse. The Electronic Communication Acceptable Use Policy is intended to provide each user of the system with the guidelines and procedures associated with the use of the City's voice mail/email/Internet systems ("the system").

This policy is applicable and binding on users of the system, contractors, vendors, partners, associates, and all others accessing and/or using the system through on-site or remote terminals.

The system and all data transmitted or received through the system, are the exclusive property of the City. The use of the system should be for City business, however, the City acknowledges and authorizes de minimus personal use.

The City reserves the right to monitor, intercept and/or review all data transmitted, received or downloaded over the system. The user is hereby given notice that the City will exercise this right periodically, without prior notice and without the prior consent of the user. The City's interests in monitoring and intercepting data include, but are not limited to: protection of City's proprietary and classified data; managing the use of the City's system; preventing the transmission or receipt of inappropriate materials by users; and/or assisting the user in the management of electronic data during periods of absence. The user should not interpret the use of password protection as creating a right or expectation of privacy for the user. In order to protect everyone involved, **users have no right or expectation of privacy with regards to the receipts, transmission or storage of data on or associated with the City's Voice Mail/Email/Internet Systems.**

Employees are not permitted to use a code, access a file, or retrieve any stored communication unless authorized to do so or unless they have received prior clearance from an authorized City representative. All pass codes are property of this City. Only authorized persons can use e-mail. Employees may not use unauthorized codes, passwords, or other means to gain access to e-mail belonging to others.

The policy depends upon the ethical conduct of all users. Although the City will periodically monitor system use, each individual user is empowered and encouraged to monitor use of the system, ensuring they meet the highest standards of professional conduct. All communications over the system should be business-related, professional and representative of the high ethical standards that are the trademark of the City. Users need remember that the system is a public forum and users should only access those web sites or communicate to third parties with whom the user would be willing to leave a business card or other form of identification.

Users are not permitted to transmit, receive or retain from the system, communications that:

1. Contain obscene, profane, abusive or threatening language or graphical representations;
2. May be construed as discriminatory, harassing or offensive by reference to race, national origin, gender, religion, age, disability, sexual orientation, or any other legally protected criteria;
3. Contain references to any sexual acts, sexual relationships, or personal relationships;
4. Furthers any illegal activity;
5. Reveals information in violation of the Indiana Public Records Law; or
6. Are used to solicit or approach others for commercial ventures, religious or political causes, outside organizations, or other non-job related solicitations without prior consent of the City.

The City is committed to the protections of each individual user's rights with regards to equal protection and a work environment free of sexual harassment or illegal conduct. To aid in ensuring the quality of the work environment, the City encourages and requires users to report suspected violations of this policy. All reports and investigations will remain confidential to the extent possible.

Any user or departmental entity who/which abuses the privilege of City-facilitated access to the Internet or email will be subject to disciplinary action up to and including denial of service, service termination, or termination of employment. The City also reserves the right to advise the legal department of alleged violations.

As a condition of initial and continued employment, employees are required to sign an e-mail use agreement form.

Signature

Date