



City of Alamo Computer Use Policy

This policy provides guidelines for the general use of City computers. This policy is not intended to cover every possible situation. It is designed with the intent to guide and protect the employees during their scope of work. The City computers are the City's property. Use of the computers is for official City business only. A computer is considered a tool that is provided to certain City of Alamo employees to do their job.

An employee should not expect privacy or a sense of ownership of the computer. The City of Alamo does not allow any personalization of any city owned computer. Employees will not install any software on city computers. Installation of any software shall be done by the IT Department. The City of Alamo will maintain a limited standardized setup for all city computers. Employees will notify IT department if computer standardization setup is altered.

Additionally employees that are provided a computer will also be provided a username and password. Passwords will not be shared with anyone.

USB devices and /or cell phones will not be connected to city computers for charging or any other reason. A USB device may be allowed on city computers if authorized by IT department. Should such authorization take effect, then the USB devices will be purchased by IT department and only used for city business.

City of Alamo reserves the right to inspect and or conduct audits on any computer at any time. The City will review alleged violations of this policy on a case-by-case basis. Any violation of this policy could result in disciplinary actions, up to and including termination.

I have received, read, and do acknowledge the City of Alamo's policy on:

"Computer Use Policy"

Print Name

Signature

Date

