



City of Alamo Internet/Email Policy

Scope of Policy

The purpose of the City of Alamo's Internet Policy and E-mail policy is to establish the rules for the use of the City's Internet and E-mail system for sending, receiving or storing electronic mail. This policy is designed to ensure compliance with applicable statutes, regulations and mandates regarding the use of the Internet and E-mail and to educate individuals using Internet and E-mail with respect to their responsibilities associated with such use. Employees are required to comply with the Texas Public Information Act as it relates to their respective departments and jobs including but not limited to records retention, email, e-mail addresses, etc.

Internet access and E-mail will only be assigned to employees for whom it is deemed necessary to perform their job. The City of Alamo is able to review Internet usage and logs which can be accessed at any time. City of Alamo employees should not expect a right of ownership of computers or personal privacy during Internet access or E-mail usage.

The Internet can be a valuable source of information and research. However, its use must be tempered with common sense and good judgment.

Violations:

1. Websites, web pages and downloads with certain subjects are prohibited by the City of Alamo. These include but are not limited to: Pornographic websites, violent websites, Torrent software, vulgar or inappropriate websites (e.g., sexual, racial, or profanity-laden websites).
2. The City of Alamo does not provide Internet access for personal shopping, business, financial gain, dating, social media or other inappropriate usage.
3. Bypassing Internet securities, such as accessing blocked websites, by using other means (e.g., use of a proxy) is prohibited and is a violation of the City's Internet Policy.
4. City of Alamo's authorized employees will not allow unauthorized persons access to the City's internet/email system.
5. Accessing the Internet with an employee's personal device(s) through City of Alamo computers and/or devices is not allowed.
6. Only emails that have to do with city business are permitted. Do not use city email to sign up or register for non-city business.
7. Do not open emails that you receive and are not expecting. Delete them!
8. Do not send or forward chain emails or jokes.
9. Emails shall not be used for the creation or distribution of any disruptive or offensive messages or comments.



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10. City of Alamo employees sending or receiving emails shall not use ethnic slurs, profanity, personal insults, or engage in any conduct that would not be acceptable in the workplace.
11. The Internet/Email policy and restrictions are subject to revision due to changes inherent in internet technology.

Acceptable Use

Internet for personal use may be permitted on a limited basis, however it is not encouraged. It must be legal, ethical, reflect honesty, and must show restraint. The use must be brief, non- disruptive to business, not a hindrance to the performance of the employee, other employees, the City of Alamo's networks, and follows the guidelines set forth in this Policy. The City of Alamo provides content filtering. Certain inappropriate websites may not be identified as such; however this does not mean they are allowed or suitable to be viewed. Contact IT department and report any such site. Employees are representatives of City and shall not use the City's electronic media to express personal views, political views, opinions and/or beliefs.

Non-Compliance

Employee's signature will indicate their acknowledgement, understanding and required compliance with the City of Alamo's Internet/Email Policy. Signed Policy will be placed in employee's personnel folder. Failure to comply with this Policy may result in disciplinary actions up to and including termination.

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

"Internet-Email Policy"

Print Name

Signature

Date