

ORDINANCE NO. 12-20

**AN ORDINANCE ADOPTING AND APPROVING A COMPUTER AND INTERNET USAGE POLICY**

WHEREAS, based upon the recommendation of the City Services Director and the Ordinance Committee, Council for the City of Uhrichsville wishes to develop a new computer and internet usage policy.

NOW, THEREFORE, BE IT ORDAINED BY THE MEMBERS OF COUNCIL OF THE CITY OF UHRICHSVILLE AS FOLLOWS:

SECTION 1. THAT THE ATTACHED EXHIBIT "A" SHALL SERVE AS THE COMPUTER AND INTERNET USAGE POLICY OF THE CITY OF UHRICHSVILLE.

SECTION 2. THAT THIS ORDINANCE SHALL GO INTO FORCE AT THE EARLIEST TIME PERMITTED BY LAW.

FIRST READING: 5/14/20

SECOND READING: 5/28/20

THIRD READING: 6/11/20

PASSED: 6/11/20

Robert Cottler  
President of Council

[Signature]  
Mayor

Certified by:  
Jessie Addison  
Clerk

Attested to:  
[Signature]  
Law Director

## **EXHIBIT "A"**

# **CITY OF UHRICHSVILLE ACCEPTABLE USE-INTERNET & NETWORK AGREEMENT**

### **INTRODUCTION**

City of Uhrichsville (hereinafter referred to as "CITY") is pleased to make available access to interconnected computer systems throughout the CITY. The following Acceptable Use Policy is created to ensure that the technology available through CITY provides a safe working environment for our employees.

This policy is reviewed and updated yearly to remain current with changes in federal and state legislation as well as technology enhancements and is reviewed with employees.

The signed application for network and Internet privilege is signed annually and remains on file throughout your duration at CITY. A signed application is required for use of the CITY technology equipment and network accounts.

### **Policy Purpose**

The purpose of this policy is to ensure city-wide compliance with policies and guidelines concerning the use of CITY technology equipment for work related purposes. All activities that use our computer and network systems are covered by this policy.

### **Policy Changes**

The CITY policies may be altered by action of and with approval of the Uhrichsville City Council at any of its regular meetings.

### **Network & Internet Use Agreement**

Network and Internet access is coordinated through a complex association of government agencies, and regional and state networks. The smooth operation of the network relies upon the proper conduct of the end users who must take responsibility for appropriate ethical and legal use of this access. Internet access for CITY is a privilege, not a right. The signatures on the Application for Network Privileges & Internet Access are legally binding and indicate the parties who signed have read the terms and conditions carefully and understand their significance.

## **Network and Internet Terms & Conditions**

### **1. Respect and protect your privacy and the privacy of others.**

- A. Use only assigned accounts.
- B. Avoid sharing of account information and/or passwords to others or leaving an account logged in for others to access.

Do not reveal or distribute private information about yourself or that of others.

### **2. Respect and protect the integrity, availability, and security of all electronic resources.**

- A. Report security risks or violations to your supervisor and/or Director of City Services/Mayor.
- B. Any files introduced into the network must be approved by the CITY administration. This includes but is not limited to downloads, CDs, DVDs, flash drives, cell phones, or videotapes.
- C. Any use of the network in such a way that would disrupt the uptime of the network by other users, such as, intentional deletion of files or introduction of computer viruses, is prohibited.
- D. Any installation of software which introduces spyware or malware onto computers, or other software which reduces the efficiency of the computer is prohibited.
- E. Intruding into the networks, computers or phones of others, without permission by the owner is prohibited.
- F. Protect network use. Do not destroy, remove, or damage data, equipment, or resources not belonging to the owner.

### **3. Respect and protect the intellectual property of others.**

- A. Written permission of the copyright owner must be obtained if intellectual property is protected by copyright laws.
- B. Plagiarizing in any form is prohibited.

### **4. Respect and practice the principles of community.**

- A. Avoid language that is offensive to others.
- B. Streaming audio or video for non-work related purposes is prohibited.
- C. The network cannot be used for commercial activities, entertainment, advertisement, union business or political lobbying.
- D. Any use of messaging software, including but not limited to, instant messaging, phone text messaging, or any other methods that send messages that disrupts the workplace is prohibited.
- E. Intentionally accessing, transmitting, copying or creating material that is illegal is prohibited.

## **Consequences of Inappropriate Internet & Network Behavior**

The Mayor, in conjunction with the Director of City Services, will reprimand employees who do not comply with Policies and Guidelines accordingly. User infractions shall result in appropriate disciplinary. Unauthorized use of the network, intentional deletion or damage to files and data belonging to other users, or copyright violations shall be termed theft or destruction of CITY property. In addition to appropriate disciplinary actions, the user may be responsible for any charges, costs, liabilities or damages

incurred by the CITY. This includes (but is not limited to) the cost of time to repair the damaged component, cost of parts to repair the component, or the cost of outside companies to repair damaged components.

## **Use of Email**

The CITY recognizes the efficiencies that can result from the use of technology and authorizes the establishment of an E-mail system for employee use. Each person using email must read the following policy and agree, in writing, to the terms.

- A. System users shall have no expectation of privacy in their E-mail communications, and shall not have the ability to deny access to their E-mail by the CITY Administration.
- B. The CITY shall issue a password to each person authorized to use the Email system.
- C. E-mail shall not be used for unsolicited mass mailings.

## **Use of Equipment**

While we encourage equipment use, persons must take responsibility for the care of the equipment while in their possession. Equipment damaged or lost by employees will result in financial liability for the repair or replacement costs.

Employee Use- Equipment can only be used for work related duties, purchases and assignments.

## **Privacy**

Network and Internet access is provided as a tool for your employment. The CITY reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information created, transmitted or received in connection with such usage. All such information files shall be and remain the property of the CITY and no user shall have any expectation of privacy regarding such materials.

## **Internet Safety**

All users are advised that access to the electronic network may include the potential for access to inappropriate materials. The CITY employs the use of filtering software to prevent persons from accessing offensive sites. Sites that currently fall into the following categories are blocked: adult only, hate, discrimination, illegal activities, sex, violence, alcohol, chat rooms, drugs, free email, gambling, profanity, lingerie, nudity, personal information sites, school cheating information, suicide, tobacco, weapons, personal ads, and pornography. If a person finds an offensive site, he or she will report this to the Director of City Services. The CITY can then prevent this site from being accessed again.

## **Application for Network Privileges & Internet Agreement**

I have read the "Internet and Network Use Agreement" relating to staff use of the computers, computer

networks, and electronic messaging systems of the City of Uhrichsville. I would like to request access to the CITY computer network and any electronic messaging systems necessary to perform my duties.

I agree to comply with the "Internet and Network Use Agreement" and understand that access to the network and messaging systems is a privilege that may be withdrawn in the event of noncompliance with the adopted policy. I understand that the CITY monitors all computers, devices, or electronic media within its systems as well as all data, information, or messages and that disciplinary action will be taken for violations of this acceptable use policy.

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**Employee Name (Please Print)**

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**Employee Signature**

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**Date of Signature**

## Trisha Addison

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**From:** James Ong  
**Sent:** Wednesday, May 13, 2020 11:40 AM  
**To:** Bob Baker; Buck Cottrell; Mark Haney; Mark Haney; Chief Beal; Justin; Jeff Galbreath; Julie Pearch; Matt Fox; Councilman Huff; Amy Myers; Eric Harmon; Eric Harmon; Trisha Addison; Councilman Miller; Jim Zucal  
**Subject:** Ordinance for Computer and Internet Usage Policy  
**Attachments:** DOC396.pdf

All:

Per the request of Councilman Baker, please find attached the Ordinance regarding adoption of the new computer and internet usage policy. It is styled for 3 readings.

Let me know if you have any questions.

J.J.

James J. Ong  
Attorney At Law  
Connolly, Hillyer & Ong, Inc.  
201 N. Main Street  
P.O. Box 272  
Uhrichsville, Ohio 44683  
Telephone: (740) 922-4161  
Facsimile: (740) 922-2229