

**KENAI PENINSULA BOROUGH
COMPUTER USAGE POLICY
Revised: December 5, 2006**

Acknowledgement

By signing your name at the bottom of this document and logging on to or otherwise using the Kenai Peninsula Borough's computer network, you are acknowledging that you have read, understand, and agree to the following:

General

The Kenai Peninsula Borough, (hereinafter KPB) makes a variety of computer/ electronic resources available to its employees to assist them in performing their job functions. These resources, such as desktop computers, laptop computers, telephones, printers, fax/modems, application software, data files, e-mail addresses and access to local and wide area networks including the internet, intranet, and the World Wide Web are the property of the KPB and are to be used for valid business functions. Any use of KPB computer/ electronic resources that interferes with an employee's performance or a function of the KPB or that is intended for personal monetary gain is prohibited.

The use of passwords is highly encouraged to maintain the security of the work environment. Change all passwords often. Passwords should be kept on file with the supervisor for access to KPB information in the employee's absence.

It is prohibited to represent oneself electronically as another unless specific permission to do so has been granted.

It is prohibited for KPB employees to intentionally seek out information on, obtain copies of, or modify files and other data which is private, confidential, or not open to public inspection, unless specifically authorized to do so by the file owner, KPB mayor, or administrative officer.

Seeking passwords of others or exchanging passwords is specifically prohibited unless authorized by the department head.

It is prohibited to copy software without determining that permission to do so has been granted by the file owner.

Privacy

Except as provided by law, employees of the KPB do not have an expectation of privacy in their use of KPB computer/ electronic resources, including but not limited to the creation of electronic information, the use of desktop computers, laptop computers, e-mail, Internet uses, intranet uses, Web history, printers, fax/modems, application software, data files, or any information stored on KPB electronic media. Employees should not assume electronic communications or any information stored on electronic resources are private.

Although the KPB does not routinely monitor employee e-mail or other electronic communications and files, the KPB reserves the right, at its discretion, to review any employee's electronic files and messages to the extent necessary to ensure electronic media and services are being used in compliance with state and federal law, this policy, and other KPB policies, and that the employee is acting in the best interest of the KPB. Electronic media uses may also be monitored or accessed for: purposes of disciplinary action consistent with applicable laws; routine maintenance; or prevention of damage to systems.

By signing this Computer Usage Policy you are acknowledging that you have read and understand the KPB Computer Usage Policy and are consenting and agreeing that the KPB may access and monitor your usage of KPB computer/ electronic resources for the purposes set out in this policy.

Employees are reminded that electronic communications may be subject to public records requests and could become public information.

Penalties

Any unlawful use of KPB computer/ electronic resources or use in violation of this policy may result in discipline up to and including termination. Unlawful use may result in referral for criminal prosecution.

Personal Software

The installation and use of privately owned software on KPB computers may be allowed on a department-by-department basis.

All personal software including screen savers and shareware must be legally purchased and properly licensed to the employee. A copy of the license must be located in the employee's office. Installation of all software must be approved by MIS staff or the department computer coordinator.

Personal software and data may be removed without warning at any time. KPB is not in any way responsible for the backup or recovery of files associated with personal software. If it is suspected that a personal software package is the cause of a problem with any KPB software, it may be removed without warning.

Encryption

Employees who use encryption on files stored on KPB computers must provide a sealed hard copy record of all passwords, and/or encryption keys to their supervisors.

Entertainment Software

Entertainment software will not be loaded on KPB computers. MIS will delete such software that is included in standard software packages.

General Guidelines for E-mail

E-mail is provided for the purpose of conducting the business of the KPB. Limited personal use of e-mail is permissible as long as the amount of personal use is minimal and does not interfere with the business of the KPB. The contents of any such messages should be consistent with the standards of conduct appropriate to the workplace and are subject to the above privacy statements.

Messages that advertise charitable events or non-profit items are not to be sent to individuals or mailing lists unless approved by the Mayor's Office. KPB e-mail is not to be used for advertising the sale of personal items.

Employees are strictly prohibited from sending e-mail messages of a harassing, intimidating, offensive, or discriminatory nature. Such conduct will result in appropriate disciplinary measures, up to and including termination.

Employees are prohibited from accessing each other's e-mail without the expressed consent of the employee.

News servers that automatically mail messages are to be subscribed to only for business purposes.

General Guidelines for Using Electronic Media

Routine electronic mail and file transfer activities can be accommodated by the Wide Area Network (WAN). To maintain bandwidth, large file transfers that impact network users should be scheduled for non-peak hours.

While accessing the Internet, employees represent the KPB. As with any other communication medium, employees should conduct themselves appropriately.

Use of Internet delivered streaming media such as radio broadcasts, movie trailers, or music service for entertainment purposes is prohibited during business hours.

Connecting any non-KPB issued computing hardware to the network is strictly prohibited. This includes, but is not limited to: personal laptops; devices hosting any form of virtual ware or operating system simulation, hosted personal mobile computing, or storage appliances. Third party hardware used by contract staff or for KPB business presentation purposes must receive prior approval by KPB MIS staff.

Specifically Acceptable Uses of KPB Electronic Media

KPB electronic media may be used for:

- Communication and information exchange consistent with the mission, policy, or work tasks of the KPB.
- Communication and exchange for professional development, to maintain currency of training or education, or to discuss issues related to the user's professional activities.
- Advisory, standards, research, analysis, and professional society activities related to the employee's work tasks and duties.

- Announcement of new federal and state laws, procedures, policies, rules, services, programs, information, or activities.

Prohibited Communications and Computer Uses

Electronic media cannot be used to knowingly transmit, receive, or store any communication that violates federal, state, or local laws or regulations.

KPB electronic media cannot be used to:

- Access or distribute indecent, sexually explicit, pornographic or obscene material;
- Interfere or disrupt network users, services or equipment;
- Discriminate, harass, defame, or threaten others;
- Violate any license governing the use of software; or
- Engage in any activity that is illegal or contrary to the policy or interest of the KPB.

I have carefully read this entire Computer Usage Policy, understand the contents and agree to the terms stated above.

Signature

Printed Name

Date

Department