

CITY OF SPOKANE ADMINISTRATIVE POLICY AND PROCEDURE	ADMIN 0620-06-56 LGL 2005-49
TITLE: <b>INTERNET ACCESS</b> EFFECTIVE DATE: February 1, 2002 REVISION EFFECTIVE DATE: December 30, 2006	

1.0 GENERAL

1.1 The purpose of this policy is to define individual and departmental responsibilities for the acquisition and use of the City's internet/intranet systems.

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2.0 DEPARTMENTS/DIVISIONS AFFECTED

This policy shall apply to all City departments and divisions.

3.0 REFERENCES

None

4.0 DEFINITIONS

4.1 "Intranet" is the internal computer network that offers Internet-like functions, allowing departments to maintain and access information that is not part of a public Internet presence. All references to "Internet" in this policy apply to the Intranet as well.

4.1 "Internet" is an electronic network that connects millions of computers throughout the world, providing communication and resource sharing services.

## 5.0 POLICY

### 5.1 Statement of Policy

5.1.1. The Internet and Intranet technologies offer excellent tools for employees to get work done efficiently, provide public information, and communicate with constituents. However, the powerful nature of these tools requires that carefully considered policies, procedures, and practices govern such usage. While specific technologies or procedures may change, City of Spokane Internet access will be managed according to the guidelines stated below. Based on their unique needs, departments may adopt additional provisions that do not conflict with this policy.

5.1.2 Staff may have access to a selection of Internet functions through their desktop computers. Access shall be managed by departments through customary supervisory channels.

### 5.2 General Provisions

5.2.1 Employees are expressly forbidden to misuse any Internet / Intranet access privileges in ways that may include, but are not limited to:

- a. Using the Internet/Intranet for unlawful activities, including violations of copyright law, or for activities that are malicious or have the effect of harassing other users.
- b. Attempting to gain access to computers or networks to which they do not have legitimate access to read, copy, misappropriate, alter, misuse, or destroy the information/files of other users, or violating the acceptable use policies of any network to which they connect.
- c. Misrepresenting the City's programs or policies in their communications over the Internet/Intranet.
- d. Violating security procedures (e.g., by sharing passwords with others, or by allowing non-employees to have access to "staff-only" functions, resources, or equipment) except as noted in the computer security policy.
- e. Installing or operating software that compromises computer security or introduces viruses into City systems.

- f. Operating a server program (one that provides information to client programs via the World Wide Web, FTP (File Transfer Protocol), e-mail, or other Internet/Intranet functions) without department head approval and prior clearance from the Management Information Services Department to ensure compliance with network design and security standards.
- g. Creating a public display of City information on the Internet, such as a departmental World Wide Web page, without department head approval and prior coordination with the Management Information Services Department to ensure City website standards are met.

5.2.2 Employees are allowed limited use of equipment and facilities to access the Internet/Intranet for purposes other than that directly or indirectly related to the activities of the City. The following conditions, while not an all-inclusive list, apply to unofficial use of the City Internet/Intranet access:

- a. The use causes no additional cost to the City of Spokane.
- b. The equipment being utilized to access the Internet / Intranet is normally utilized by the employee, and there is no disruption/ disturbance to another employee's work area.
- c. Time spent on the Internet/Intranet does not negatively impact the employee's ability to do his/her job.
- d. Use of the equipment to access the Internet/Intranet does not disrupt other City functions.
- e. Personal files must be saved to a removable diskette or removable hard drive, not the fixed system hard drive.
- f. Conducting business transactions of any non-City enterprise, either profit or non-profit is prohibited.
- g. Use does not violate any other City policy.

5.2.3 Since the Internet is a multi-country medium, employees should exercise reasonable care to ensure that sensitivity to cultures of other countries is respected.

5.2.4 Software downloaded from the Internet must be approved by the Management Information Services Department before installation on any City owned computer system.

5.2.5 Information downloaded from the Internet which has accompanying terms and conditions specified by the supplier, must be adhered to.

5.2.6 Employees will not represent their opinions as those of the City, unless authorized to do so.

5.2.7 Other Unauthorized Activities:

- a. Gambling.
- b. Use of the Internet/Intranet to access or transmit obscene, profane, pornographic, abusive, harassing, discriminatory, or threatening information, pictures, or representations.
- c. Installation or operation of personal software that is used to access, receive, or transmit obscene, profane, pornographic, abusive, harassing, discriminatory, or threatening information, pictures or representations.
- d. Use of personal computers (or any hardware) to access the City's technological infrastructure to access, receive, or transmit obscene, profane, pornographic, abusive, harassing, discriminatory, or threatening information, pictures or representations.

## 6.0 PROCEDURE

None

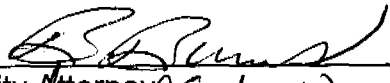
## 7.0 RESPONSIBILITIES

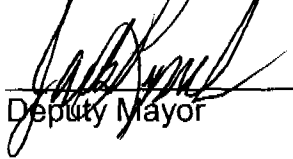
The Human Resources Department, in cooperation with the Management Information Services Department, is responsible for administering this policy.

## 8.0 APPENDICES

None

APPROVED BY:

  
\_\_\_\_\_  
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\_\_\_\_\_  
Deputy Mayor

  
\_\_\_\_\_  
Director

12/15/05  
\_\_\_\_\_  
Date