

WESTVILLE COMPUTER USE POLICY

Resolution # 9 Of 2023

Use for official business; prohibited uses.

The **Town of Westville** has adopted the following Computer, Network Resource and Internet Usage Policy:

A. Town computers, Town network resources, and Internet access lines within the Town Hall, Town Highway Garage, and within any other Town buildings are to be used only for official business.

B. In no event are those computers, network resources or internet access lines to be used for the purpose of:

(1) Personal activities. However, personal use of the systems is authorized within reasonable limits as long as it does not interfere with or conflict with business use. Employees and elected officials are responsible for exercising good judgment regarding the reasonableness of personal use. This restriction shall apply to Town employees and elected officials using computers that are set up for Town business work,

(2) Creating, sending, posting, displaying or receiving any pornographic or obscene pictures, text, graphics, images, or materials,

(3) Accessing any Web sites that contain sexually explicit images and/or related materials, advocate illegal activity, and/or advocate intolerance of others,

(4) Creating, sending, posting, or displaying any sexually explicit images,

(5) Advocating or promoting any illegal activity, and/or advocating or promoting intolerance of others,

(6) Creating, sending, posting, displaying or receiving any offensive, abusive, slanderous, libelous, defamatory, vulgar, harassing or intimidating messages, text, graphics, images or materials,

(7) Creating or sending any viruses, worms, hoaxes or chain letters,

(8) Engaging in any unwarranted invasion of the personal privacy of any individual,

(9) Engaging in any unauthorized disclosure of sensitive or confidential information belonging to the Town of Westville,

(10) Violating any licensing or copyright restrictions,

(11) Engaging in sexual and other illegal types of harassment,

(12) Using the Town's network to gain unauthorized access to any computer system, and

(13) The Town's systems may not be used to solicit for personal gain or for the advancement of a political or religious belief.

Privacy rules regarding use of the internet by Town employees or officers:

Town business related e-mails whether on Town e-mail or personal email are F.O.I.L. able (Freedom of Information Law). It is highly suggested that you keep your personal e-mail account separate from your Town account. Should an officer or employee lose a storage device with Town documents etc. thereon or lose a Town issued computer including "smart phones" or tablet devices or lose personal devices that contain information regarding Town business, this loss should be reported to the Town Supervisor as soon as possible.

Town officers and employees must be careful to not open suspicious email or responding to spam emails or opening any suspicious attachments. It is preferable to notify the Town Supervisor or that you have received something suspicious but you suspect may be harmless and contains Town related material. Obtain their approval before opening such. Dangerous emails generally contain wording conveying something that is "too good to be true" and/or contain sentences with bad spelling and grammar and misuse words.

Whereas the Westville Town Board has reviewed and agrees with the above Computer usage Policy on this the **9th Day of January 2023**, and a copy of this Resolution be filed in the minutes of this meeting.

Rod Lauzon, Town Supervisor

Michael Armstrong, Deputy Supervisor

Brenda St Hilaire, Town Council

Sean Barnes, Town Council

Rob Reynolds, Town Council