

9.17

Internet Usage and Electronic Mail [E-Mail] Policy

Issue Date: December 19, 2000

Revision Update(s):

Total Pages: 3

Policy Source: Code of General Ordinances 1.30

Special Instructions:

PURPOSE OF POLICY

The purpose of this policy is to:

1. Protect the confidentiality of authorized employee business communications.
2. Protect City proprietary information.
3. Maintain efficiency in the workplace.
4. Control and recuse unnecessary entries on City computers which impact on processing.
5. Protect the image, interests and integrity of the City's business communications, whether internal or external.
6. Protect against copyright infringement.
7. Protect against harassment and/or the creation of a hostile work environment.
8. Address privacy issues.

POLICY

The Internet Usage and E-Mail Policy of the City shall be as follows:

1. The purpose of Internet usage and E-mail is to conduct City business.
2. City computers are City property.
3. Internet usage and E-mail may not be used for personal gain, profit or non-City business.
4. Copyrighted material will be treated in accordance with applicable law.
5. Management has the right to monitor Internet usage and E-mail messages, including the right to read retrieve and disclose all Internet usage and E-mail messages for any lawful purpose.
6. City employees, except as provided above (#5), do not have the right to monitor, read, retrieve and disclose other City employees' E-mail messages without their consent.
7. Files may only be downloaded from the Internet as permitted by written policy promulgated by or written consent from the City Administrator or designee.
8. Violations of this policy may result in disciplinary action.

PROHIBITION

Internet usage and E-mail is not to be used:

1. In a manner that is disruptive of City operations, that adversely affects the City's public image, interests and integrity, that is harmful to employee morale, or in a manner as may create a hostile work environment.
2. For the display or transmission of ethnic slurs, pornographic or sexually explicit images, messages or cartoons.
3. For the display or transmission of ethnic slurs, racial epithets, or any message that is harassing or disparaging of others based upon their race, national origin, sex, sexual orientation, age, disability or religious or political beliefs.
4. To solicit or proselytize others for commercial ventures, religious or political causes, or outside organizations.
5. To pursue or further any unlawful activity.
6. In a manner that will defame any person.
7. Contrary to Section 947.0125, Wisconsin Statutes.

Exception to Prohibition:

- Numbers 2 and 3 above do not apply to employees who are required to perform such tasks by their employer for any lawful purpose.
- Patrons and employees of the Library will be governed by policy created by the Library Board.

DEFINITIONS

- "Electronic Mail/E-Mail" shall mean and include:
 - a. Communications sent to or received from any person, whether or not a City employee, through a City computer.
 - b. Information sent or received via the Internet.
- "City" shall mean and include the City of Kenosha, its subunits and its Boards, Commissions, Authorities and Committees, except the Kenosha Public Library.
- "Employee" shall mean an employee or officer of the City or any volunteer performing services for the City. "Employee" shall also mean the officer or employee of any City contractor or service provider, except when confined to the contractor or service provider's own Internet service and E-Mail provider an accessed through their own computer systems.
- "Internet" means collectively the myriad of computer and telecommunications facilities, including equipment and operating software, that comprise the interconnected worldwide network that employ transmission control protocol or Internet protocol, or any predecessor or successor protocols or technologies, to communicate information of all kinds by wire or wireless transmission.
- "Internet Usage" means using the World Wide Web or other internet program through a City computer.
- "Management" means the executive or administrative head or director of the City or any subunit and the President or chairperson of any Board, Commission, Authority or Committee, and designees thereof.

**CITY OF KENOSHA
INTERNET USAGE & E-MAIL POLICY
(Ordinance 1.30)**

This is to acknowledge that I have received a copy of the City of Kenosha Internet Usage & Electronic Mail (E-Mail) Policy outlined under the Code of General Ordinances 1.30) and that I will read this material as soon as practicable.

Furthermore I understand that, as a City of Kenosha employee, I am expected to abide by the City of Kenosha Internet Usage & Electronic Mail (E-Mail) Policy.

Print Name

Signature

Date Signed

(After this page has been signed and dated, detach and return this page to the City of Kenosha Human Resources Department where it will be retained in your personnel file. Employees should keep their copy of this policy with their other employment information for further reference.)

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