

CITY OF STAMFORD TECHNOLOGY POLICY

Purpose: To establish a policy regarding the proper use of the computer, electronic and other telecommunication technology systems, including but not limited to, internet, intranet, satellite, broadband, cable and similar platforms, (collectively the "Technology Systems") of the City of Stamford, Connecticut (the "City") by each City officer, employee or any other person or entity authorized by the City to use the Technology Systems (hereafter referred to as a "User").

Policy: The City's Technology Systems, including E-mail, are City property and are intended for City business purposes, and may not be used for other commercial purposes. Incidental personal use of the Technology Systems, which is not inconsistent with this policy, is permitted. Any such personal use must be occasional and shall not interfere with the User's performance of his or her job duties.

The City has the right to monitor, intercept and evaluate any and all usage of the City's Technology Systems as permitted by law. No User has any right or expectation of privacy in anything which is created, sent, received or stored by computer (including E-mail), fax or voice mail.

Each User is responsible for using the City's Technology Systems, resources and services in an efficient, effective, ethical and lawful manner and in accordance with applicable statutes, ordinances and this policy. This policy applies to all Users of the City's Technology Systems, wherever the Users or Technology Systems are located. Violations of this policy will not be tolerated and may result in disciplinary action up to and including termination.

More specifically, the following rules apply to the use of the City's Technology Systems:

1. Users must comply with all software licenses, copyrights, and all other laws governing intellectual property, including all materials found on the Internet.
2. The City's Technology Systems, including access to networks, shall be used by Users in connection with the recognized public purposes of the City and shall not be used for the transmission or storage of private advertisements, solicitations, promotions, destructive programs (viruses and/or self-replicating codes), political material or for any unauthorized use.
3. Users shall not use the City's Technology Systems, including access to the Internet, to disseminate indecent information, material or messages including, but not limited to, sexual innuendo, chain letters, jokes, harassing or threatening statements. Additionally, Users shall not disseminate information, material or messages which may be hostile or offensive to another on the basis of sex, race, religion, color, national origin, sexual orientation or disability. Indecent, vulgar, harassing, fraudulent, intimidating or other unlawful material may not be sent by E-mail, voice mail, fax or other form of electronic communication, or displayed on or stored in the City's Technology Systems except by law enforcement officials during official investigations.

While Users cannot always control what material they receive, Users who do receive any such referenced material from any other User or third party must not retransmit or forward such material to any other person and shall immediately notify the City's Director of Information Services and the Director of Legal Affairs of the existence of such material.

4. Users should use the same care in drafting E-mail and other electronic documents as they would for any written communication. Except as permitted or required by law, anything transmitted electronically, by facsimile or E-mail, is not confidential, and may be reviewed by others.

5. Users may not install software in their individual computers or the network without first receiving express written authorization to do so from the Director of Information Services.

6. Recipients of E-mail messages from individuals who are not employees or officers of the City shall not alter or forward those E-mail messages to any other person or entity without the express or implied permission of the sender.

7. E-mail messages to any employee in the Office of Legal Affairs must include a header on each page containing material which should remain confidential that reads as follows: "Privileged attorney-client communication. Do not forward unless authorized."

8. No E-mail message, written document or other communication originating from or addressed to the Office of Legal Affairs to any employee or officer of the City may be disclosed, disseminated or distributed to any person or persons without the express written authorization of the Director of Legal Affairs.

9. Users will be issued a standard User identification by the Director of Information Services which identification is to be used only by that User. An initial password will be assigned to that identification by the Director of Information Services and must be changed when the User first logs on to the network. Users should regularly change their password for security purposes. Users are responsible for safeguarding their passwords for any and all of the Technology Systems. Individual passwords should not be printed, stored online or given to others. Except when the Director of Information Services bypasses a User's password to conduct monitoring functions, Users are responsible for all transactions made using their passwords.

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10. A User's ability to connect to other computer systems through the network does not imply a right to connect to those systems or to make use of those systems unless specifically authorized by the operators of those systems.

11. Access to and use of the Internet is restricted to business use of the City only, by authorized employees. A User's Internet activities may be logged by a surveillance system and reviewed by the Director of Information Systems. Users who use the Internet for indecent, vulgar, harassing, fraudulent, intimidating or other unlawful purposes, or who visit web sites that contain such material, are subject to discipline, up to and including termination.

12. Information or electronic communications using the City's Technology Systems are subject to the Freedom of Information Act of the State of Connecticut and may also be subject to disclosure in legal proceedings.

13. The City has an obligation to retain certain information stored on the Technology Systems in accordance with General Letter 98-1, "Electronic and

Voice Mail: A Management and Retention Guide for State and Municipal Government Agencies" issued by the State of Connecticut Office of the Public Records Administrator and State Archives as it may be amended from time to time. While many E-mail messages are temporary communications which are non-vital and may be routinely discarded, E-mail messages that are more formal or substantive must be retained by the City in accordance with state standards. Examples of such messages include, but are not limited to, messages related to policies, decision making, material connected to a specific case or business matter, contracts, part of a larger record, or business functions.

14. Users who are uncertain whether a specific E-mail message must be retained should err on the side of caution and retain it. Users should be aware, however, that when they have deleted a message from their mailbox, it may not have been deleted from the E-mail system's back-up function.

15. The City may acquire and place wireless telephones (including pagers and two-way radios) into service in those instances where such technology will enhance the ability of City employees: to deliver services more effectively and/or economically to the public; to promote operational efficiency during workday; and
/or to protect or otherwise secure public safety and well-being.

The approval of a request for a cell phone must be made, by the employee's Director, before the department may proceed to purchasing equipment and service. All purchases of cellular telephones and service will be made through the vendor selected by the City. The City's Purchasing Office will maintain the name of the vendor and any other related information.

Like all other City assets, technology and resources, wireless telephones are acquired with public funds and are so acquired to enable City employees and officials to transact the public's business in the most efficient and cost effective method possible. Accordingly, employees who are assigned a City wireless telephone shall use the phone in the same manner, and with the same care and discretion, as do employees who have conventional telephones.

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The use of wireless telephones should be limited to the transaction of City government business and must be in compliance with all applicable laws, regulations as well as the agreement with the technology vendor. As with conventional telephones, "de minimus" personal use of city-owned wireless telephones is permitted. This rule is applicable to incoming as well as outgoing calls. Personal calls longer in duration that result in charges above and beyond the employee's monthly cell phone price plan requires reimbursement by the employee. Payment, by check, must be to the "City of Stamford" and remitted to the Controller's Office.

By reviewing monthly bills of wireless telephone activity, immediate supervisors are responsible for monitoring the use of wireless telephones by their employees, to ensure they are being used appropriately and in accordance with this policy. Only City employees are authorized to use city owned wireless telephones. Employees are responsible for calls placed and received on wireless telephones assigned to them. It shall be the responsibility of each City employee assigned a City wireless telephone to comply with these regulations. Any inappropriate use

of a wireless telephone shall be reported by the employee or supervisor to their Director.

16. Any User who (a) misuses or abuses the Technology Systems of the City, (b) violates this policy, (c) violates the law or the legal rights of the City or any City employee by utilization of the Technology Systems of the City, or (d) creates a hostile work environment by utilization of the Technology Systems of the City, is subject to discipline, up to and including termination. Pursuant to Connecticut law, the City may use electronic or other monitoring as evidence of a User's misconduct.

17. The City reserves the right to monitor its Technology Systems at any time, without notice, to ensure they are being used for City purposes only. The City's monitoring policy will be in accordance with all applicable federal and state laws, including Public Act 98-142 (codified at Conn. Gen. Stat. Sec. 31-48d), a copy of which is attached to this policy.

18. This policy may be amended or revised from time to time at the City's discretion.

I acknowledge that the City has provided me with the notice required under Public Act 98-142 (codified at Conn. Gen. Stat. Sec. 31-48d) indicating that it may monitor my use of its Technology Systems to the extent allowed by law. I have read and understand the above policy, including the City's right to monitor my use of the Technology Systems, and consent to it. I understand that the City has provided me with access to its Technology Systems and will assign an E-mail address and/or voice mail box to me based upon my representation that I will abide by this policy. I understand that any violation of this policy shall subject me to discipline, up to and including termination.