

EMAIL AND INTERNET ACCESS POLICY

A. Purpose

The City of Rexburg, the Madison County Fire District and the Madison County Ambulance District (herein after called "Employer") provides electronic mail and internet access to their employees to be used as tools that improve their efficiency and effectiveness in conducting official business.

B. Authorized Users

Electronic mail and internet access is provided only to Regular Full-time and Regular Part-time employees of the Employer. No visitors, contractors, or non-Regular Full-time employees may use email or internet access unless authorized by the Mayor, a Commissioner or the City Finance Officer. Users **must not** allow anyone else, whether or not they are a city employee, to use their account or have knowledge of their password.

C. Oversight Authority

Internet and email use is subject to oversight by each employee's department head within guidelines set by this policy, including, but not limited to, oversight of the nature of discussions on the system, the amount of time used, when it is used and which email and internet addresses are accessed. The parameters of allowed usage may be different for each employee. The City Finance Officer may also limit use to something less than the Department Head's guidelines for purposes including, but not limited to, preserving the functionality and cost of the system as a whole.

D. Personal Use

Limited personal use is acceptable as long as it doesn't incur any cost or damage to the Employer, is not done on Employer time (except for Fire and Ambulance employees, whose personal use time may occur after 5 p.m. and before 8 a.m. while they are on shift) and may not be used in any way to facilitate private commercial purposes. Use of electronic mail services or internet access for purposes constituting clear conflict of Employer interests or in violation of Employer information security policies is expressly prohibited. Use of Employer email to participate in chain letters is not permitted.

Personal use can be beneficial to the Employer when the above rules are followed because it allows the employee to train themselves on use of the internet and email on their own time and promotes greater morale by offering a benefit to the employee that costs the city nothing.

E. Content

Use of email can be considered the same as communicating using the Employer official letterhead. If something shouldn't be sent on that letterhead, it shouldn't be sent through the email system either.

Except for law enforcement purposes, it is prohibited to post, download or transmit any unlawful, harassing, profane, obscene or pornographic messages or files of any kind, including without limitation any transmissions constituting or encouraging conduct that would constitute a criminal offense, give rise to a civil liability, or otherwise violate any local, state, national, or international law, including without limitation the U.S. export control laws and regulations. It is prohibited to transmit messages or files that are

derogatory, inflammatory or unlawfully discriminatory with respect to a person's race, color, sex, age, disability, religion, national origin or physical attributes.

It is prohibited to intentionally post or transmit any information or software which contains a virus, worm, cancelbot or other harmful component. All software to be downloaded through email, the internet or any other method, must first be authorized by the Department Head.

It is prohibited to copy, upload, post, publish, transmit, reproduce, or distribute in any way, information, software or other material obtained through the internet which is protected by a copyright or other proprietary right or derivative works with respect thereto, without obtaining permission of the copyright owner or right-holder.

Only authorized email software may be used. Anonymous re-mailer software cannot be installed. Employees may not use anonymous re-mailers for any purpose.

If confidential or proprietary information must be sent via email, it must be encrypted so that it is only readable by the intended recipient, using Employer approved software and algorithms.

F. Disclaimer

The employee understands that the Employer, its officials and employees do not control the internet nor what may be transmitted to the employee's computer. The employee understands that the internet contains unedited materials, some of which are sexually explicit and/or illegal. The employee assumes total responsibility and risk for his/her own use. The Employer makes no express nor implied warranties whatsoever with regard to any merchandise, information or service provided through the internet.

G. Ownership

All electronic messages or files that are created, sent, retrieved or stored on Employer computers or networks are property of the Employer and are not considered private. Email messages may be retrieved by the Employer even though they have been deleted by the sender and the reader, may be spot-checked to ensure that this policy is being followed and may be used in disciplinary actions. The Employer reserves the absolute right to access and monitor all messages and files on the Employer's or service provider's systems.

H. Violations

Failure to comply with this policy may result in disciplinary action, up to and including termination of employment.

City of Rexburg
Madison County Fire District
Madison County Ambulance District

EMAIL AND INTERNET SYSTEM POLICY ACCEPTANCE

As an employee of the one of the above entities, I have received a copy of the Email and Internet Access Policy. I hereby accept and agree to abide by the standards set in the Policy for the duration of my employment.

Employee Signature

Date

Employee Name (Please Print)