

Adopted by Select Board 12/19/12

Amended by Select board 2/20/13

COMPUTER SYSTEM POLICY – TOWN OF WOODFORD

The town of Woodford computer system is to be used by employees for the purpose of conducting town business. Occasional, brief, and appropriate personal use of the Town computer system is permitted, provided it is consistent with this policy and does not interfere with an employee's job duties and responsibilities.

Employees should have no expectation of privacy regarding anything created, sent or received on the Town computer system. The Town may monitor any and all computer transactions, communications and files, documents, data and other electronic messages created, received or stored on the Town computer system are open to review and regulation by the Town and may be subject to the provisions of Vermont Public Records Law.

Employees may not introduce software from any outside source on the Town computer system without explicit prior authorization, in writing, from the Select Board. Employees may be held responsible for any damages caused by using unauthorized software or viruses they introduce into the Town computer system.

Employees who have a confidential password to access the Town's operating system should be aware that this does not mean the computer is for personal confidential communication, nor does it suggest that the computer system is the property of that person.

Transmission of electronic messages on the Town computer system shall be treated with the same degree of propriety, professionalism, and confidentiality as written correspondence. The following are examples of uses of the town computer system which are prohibited:

- * Communication that in any way may be construed by others as disruptive, offensive, abusive, discriminatory, harassing, or threatening;
- * Communication of sexually explicit images or messages;
- * Transmission of chain letters or solicitations for personal gain, commercial or investment ventures, religious or political causes, outside organizations, or other non-job related solicitations during or after work hours;
- * Access to internet resources, including web sites and news groups, that are inappropriate in a business setting;
- * Any other use that may compromise the integrity of the Town and its business in any way.

Email messages that are intended to be temporary, non-substantive communications may be routinely discarded. However, employees must recognize the emails sent, received, or stored on the Town computer system are subject to Vermont's Public Records Law and may be covered by the State of Vermont's retention schedule for municipal records.

For the purpose of this section, computer system means all computer-related components and equipment, including but not limited to, host computers, file servers, work station terminals, laptops, software, internal or external communication networks, the world wide web (www), the Internet, commercial online services, bulletin board systems, backup systems and the internal and external email systems accessed via the Town computer equipment.

Severability

If any section, subsection, paragraph, sentence, clause, or phrase of this policy, or any part thereof, is for any reason held unconstitutional or invalid or ineffective by any court of competent jurisdiction, such decision shall not affect the validity of effectiveness of the remaining portion of this policy or any part thereof.

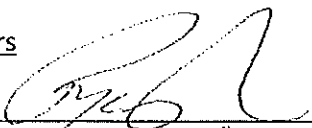

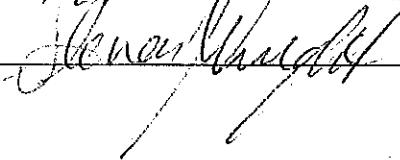
Effect

No section of this Policy shall be construed to supercede or replace Vermont statute.

The foregoing Policy was adopted by the Woodford Select Board at a public meeting on 12/19/12. In addition, the underlined amendments were approved by the Select Board at a public meeting on 2/20/13.

This Woodford Computer System Use Policy is effective as of until amended or repealed.

Select Board members

Ryan Thurber, Chair		Date 2/20/13
Mike Charette		Date 2/20/13
Steve Wright		Date 2/20/13