TOWN OF STOWE, VT
SELECTBOARD
EMPLOYEE COMPUTER USE POLICY

Section 1. Purpose: To ensure the appropriate use of public computers assigned to employees for work. This does not apply to computers provided for public use at the Stowe Free Library.

Section 2. Use: The use of a personal computer is an important part of Town employment. Employees recognize that computers provided by the Town are public property. Employees should have no expectation of privacy regarding anything created, sent or received on the Town computer system. The Town Manager or his designee may monitor any and all computer transactions, communications and transmissions or inspect any hard drives, floppy disks or any other media. It is the policy of the Town of Stowe to comply with all laws and other regulations relative to outside networks and databases and no inspection of the Town's computers shall occur outside of any law or regulation governing usage of outside networks or shared databases.

A. Computer Security: It is the responsibility of each user who should make sure that adequate data protection, through the use of passwords and other resources, is in effect. Employees are expected to use virus-scanning software and may be held responsible for any damage caused by using unauthorized software or viruses they introduce into the Town computer system through prohibited uses of it. As a precaution against viruses, employees should not open email attachments from any unknown senders. Employees should immediately delete any email identified as infected by the anti-virus software.

B. Private Use: Computers are provided to employees for conducting public business. As such, private use of computers should be minimized, so that it does not interfere with job performance.

C. Public Records Law: Employees must recognize that 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. All emails shall be kept for a minimum of one year.

D. Prohibited Use: Computers shall not be used for personal financial gain or for illegal purposes. Transmission of electronic messages on the Town computer system shall be treated with the same degree of propriety, professionalism, and confidentiality as written correspondence. Except for police acting within the scope of their official duties (e.g investigation), the following are examples of uses of the Town computer system that are prohibited:

(1) The transmission of materials or messages that involve the use of obscene/offensive language, images or jokes, sexually explicit materials or messages that disparage any person, group or classification of individuals.

(2) Communications that may be construed by others as discriminatory, harassing, or threatening.

(3) Access to internet resources, including but not limited to sexually explicit web sites, that are inappropriate in a business setting.

Section 4. Discipline: Any violation of this policy may be grounds for disciplinary action consistent with any applicable collective bargaining agreement, statute or Town policy.

Adopted by the Selectboard, Monday, September 26, 2011.