



	Approved	Denied
Date Action Taken:		
Other:	Pulled from agenda by Council Member Menard	
Verified by:	ASmitz	8/14/06

WASILLA CITY COUNCIL ACTION MEMORANDUM

AM No. 06-44

TITLE: APPROVAL OF CITY COUNCIL POLICY ON USE OF THE INTERNET, EMAIL, COMPUTERS AND COMPUTER SOFTWARE, TELEPHONES, VOICE MAIL, FAX MACHINES, PHOTOCOPIERS, AND OTHER CITY COMMUNICATION OR DOCUMENT PROCESSING EQUIPMENT OR FACILITIES.

Agenda of: August 14, 2006
 Originator: City Clerk

Date: July 28, 2006

Route to:	Department	Signature/Date
X	Finance, Risk Management & MIS Director Purchasing	<i>[Signature]</i>
X	Deputy Administrator Planning, Economic Development, Human Resources	<i>[Signature]</i>
X	City Clerk	<i>[Signature]</i>

REVIEWED BY MAYOR DIANNE M. KELLER: *Dianne M. Keller*

FISCAL IMPACT: yes\$ _____ or no Funds Available yes no
 Account name/number:
 Attachments: Copy of Proposed Policy

SUMMARY STATEMENT: With the increased use of city owned computers by members of the city council and the possibility of the city purchasing laptop or tablet PC's for use by council members, I have prepared an internet policy for your consideration. This policy is similar to the policy in place for city employees, however, it has been customized to address usage issues by the city council.

ACTION: Approval of City Council Policy and Procedure on use of the internet, email, computers and computer software, telephones, voice mail, fax machines, photocopiers, and other city communication or document processing equipment or facilities.

CITY OF WASILLA

CITY COUNCIL POLICY AND PROCEDURE

USE OF THE INTERNET, EMAIL, COMPUTERS AND COMPUTER SOFTWARE, TELEPHONES, VOICE MAIL, FAX MACHINES, PHOTOCOPIERS, AND OTHER CITY COMMUNICATION OR DOCUMENT PROCESSING EQUIPMENT OR FACILITIES.

This Policy and Procedure governs City Council Member's use of the Internet, Email, computers and computer software, telephones, voice mail, fax machines, photocopiers, and all other communication or document processing equipment or facilities owned or leased by the City (collectively referred to in this policy as "such items").

Such items are provided to Council Members for use in work-related transactions or communications for the City. Reasonable occasional personal use of such items is not prohibited, so long as it does not interfere with the Council Member's performance. The City at all times reserves the right to restrict or prohibit personal use of such items. Council Members should direct any questions regarding what constitutes reasonable occasional personal use to the City Clerk.

In no event does reasonable occasional personal use of such items include communicating any message (1) that might be construed as discrimination or harassment, or offensive to others based on race, color, marital or veteran status, sex, disability, age, religion, national origin, or other legally protected status; (2) soliciting business for a venture or for other personal gain; (3) connected with illegal activity; (4) to promote a Council Member's religious or political beliefs; (5) to promote campaigns or to solicit or distribute election materials.

Specifically, and without limiting the generality of the preceding paragraphs, a Council Member may not create or send abusive or inappropriate Email, participate in improper activities not related to work utilizing the Internet, such as chat rooms, or download abusive or inappropriate material from the Internet. Council Members are not permitted to print, display, download, or send any sexually explicit images, messages, cartoons, or jokes or to respond to or forward items related to upcoming elections to include support of candidates or propositions in any election. If a Council Member receives such materials from another person, the Council Member must immediately advise the sender that the Council is not permitted to receive such information and not to send it again. If the Council Member needs assistance in responding to situations such as those described above, the Council Member must contact the City Clerk.

Even though the City permits Council Members to make reasonable occasional personal use of such items, Council Members have no privacy interests in the use of such items. Email and Internet communications can be traced to the sender even after they have been "deleted." In addition, the City may be required to produce Email messages, Internet communications, or other communications or information sent from, received by, or stored on such items, in connection with legal proceedings. The City may regularly review, audit, and download Email messages, Internet communications,

and other communications or information that Council Members send from, receive by, or store on such items.

Council Members must exercise special care in handling privileged, proprietary, confidential, or copyrighted information and communications. Any dissemination of such materials must be limited to persons with a legal right to access them. Almost all software is copyrighted. Care should be exercised whenever accessing or copying any information that does not belong to you.

Due to the City's limited network and storage capacity, Council Members shall not download any programs, graphics, video, or audio to the network unless it is necessary for City business purposes and authorized by the City Clerk, Director of Finance and Administrative Services and the Management Information Systems Division.

All traffic to and from the Internet must travel through the City's approved Internet gateway in order to assure maximum security, virus protection, monitoring, and system management capabilities. Council Members will be provided a City Email account.

Any executable files, programs or utilities downloaded or received (by Email, floppy disk or other media) from the Internet or other external source must be scanned for viruses and licensed prior to launching. Scan all files with any virus prevention software provided to you by the City. If you require assistance in scanning for viruses or licensing software, please contact the Director of Finance and Administrative Services. Council Members are prohibited from using the City's systems for transmission of destructive programs such as viruses or self-replicating code.

The City may assign passwords to Council Members for access to such items. Passwords are the property of the City, and Council Members have no right of privacy in a password, or in the information to which the password gives access. For example, assigning a Council Member a password to log on to a computer does not mean that the Council Member's use of that computer is in any way private; the City retains the right, at all times, to access data on the computer. A Council Member cannot use unauthorized or secret passwords, and all passwords must be shared with the City Clerk, Director of Finance and Administrative Services or the Management Information Systems Division upon request.

In the case of lost, stolen, or broken equipment, the City Council Member shall notify the City immediately. The City Council Member shall be responsible for the replacement of the City issued equipment.

The Director of Finance and Administrative Services or the Management Information Systems Division will notify the City Clerk of any occurrence of a Council Member misusing City issued equipment. At the first report the City Clerk will contact the Council Member and verbally notify them of the misuse. Upon the second report of misuse, the City Clerk will notify the Council Member in writing with a copy to all Council Members. If the misuse occurs a third time, the City Clerk will ask for an executive session of the City Council to discuss the matter and take action as needed.

ADDITIONAL POLICIES AND PROCEDURES FOR USE OF THE INTERNET

The following policies and procedures are in addition to those described above. The City encourages use of the Internet to disseminate information to the public and City Council Members (collectively called "users") to improve communications with the public and/or to carry out official business when such business can be accomplished consistent with the following guidelines:

- Council Members should base decisions to use the Internet on sound business practices. The conduct of business via the Internet is particularly compelling where costs are reduced and/or the services provided to users are improved in measurable ways.
- Information and services presented via the Internet should emphasize ease of use for a broad audience, be presented in a friendly manner, and include clear choices, ease of navigation, on-screen instruction, and the like.
- Disseminate information that is current, accurate, complete, and consistent with City policy. Information accuracy is particularly important on the Internet. Where paper-based information is often not current, information presented electronically is expected to be current. Users expect this information to be not only current but often to be the first available.
- If you are using information from an Internet site, you should verify the integrity of that information. You should verify whether the site is updated on a regular basis (the lack of revision date might indicate out-of-date information) and that it is a valid provider of the information you are seeking. Just because it is there does not mean that it is accurate or valid.
- Protect privileged, confidential, copyrighted and proprietary information of the City. Questions regarding any such information should be routed to the City Clerk, Director of Finance and Administrative Services or the Management Information Systems Division.
- Never make an unauthorized attempt to enter any computer or another site on the Internet from the City's servers (commonly known as "hacking").
- Use of Internet Mailing Lists and Usenet News Groups is prohibited unless authorized by the City Clerk, Director of Finance and Administrative Services and the Management Information Systems Division.

ADDITIONAL POLICIES AND PROCEDURES FOR USE OF EMAIL

The following policies and procedures are in addition to those described above.

- A City Email address will be provided to Council Members to use in an official capacity for City business only. Personal business shall not be transacted with a City issued Email address.
- Communication by e-mail or instant messaging with three or more elected officials may constitute a violation the Open Meetings Act (OMA) and is **STRONGLY DISCOURAGED**.
- The representation of yourself as someone else, real or fictional, or sending a message anonymously is prohibited.
- Email requires extensive network capacity. Sending unnecessary email, or not exercising restraint when sending very large files, or sending to a large number of recipients, consumes network resources that are needed for City business. When the City grants an individual Council Member access to the network, it is the responsibility of the Council Member to be cognizant and respectful of network resource limitations.
- **ELECTRONIC MAIL ON THE INTERNET IS NOT SECURE.** Never include in an email message anything that you want to keep private and confidential because email is sent unencrypted and is easily read.
- Be careful if you send anything but plain ASCII text as email. Recipients may not have the ability to translate other documents, for example, Word or Word Perfect documents.
- Be careful when sending replies – make sure you are sending to a group when you want to send to a group, and to an individual when you want to send to an individual. Check carefully the "To" and "From" before sending email, to avoid errors of this type.
- Include a signature (an identifier that automatically appends to your email message) that contains the method(s) by which others can contact you as follows:

Sample: Council Member X
City of Wasilla
290 E. Herning Avenue
Wasilla, AK 99654-7091
x@cityofwasilla.com
907-373-9090 Office Contact
907-xxx-xxx Residence Phone

- Use automatic spell check programs if available.

ADDITIONAL POLICIES AND PROCEDURES FOR USE OF COMPUTERS

The following policies and procedures are in addition to those described above.

- Any use for election campaign material of any type is strictly prohibited. This includes any and all elections or appointment processes, City re-election or election campaign materials, proposition support or opposition, forwarding or replying to Emails related to campaigns, propositions, or other related issues, etc.
- The installation of personal software of any type is strictly prohibited. This includes games, personal finance programs, and any other type of personal software.
- At least once every six-weeks City issued computers shall be returned to the City for service (scanned and cleaned of viruses and fixed and repaired as needed). The City Clerk will schedule the computers for service.