

ORDINANCE # 5, 2015

AN ORDINANCE AMENDING CHAPTER 2, ARTICLE 4
ENTITLED PERSONEL POLICIES
BY THE INCLUSION OF DIVISION II, SOCIAL POLICY AND
INTERNET USEAGE

Whereas, the City of Attica believes that it is in the best interests of its citizens to establish rules and regulations for Employees of the City regarding Social Media and Internet Usage,

IT IS HEREBY ORDAINED that Chapter 2, Article 4, Personal Policies be amended to include Sections 2-79, Social Media; Section 2-80, Internet Usage; and Section 2-81 as set forth herein.

Section 2-79, Social Media

Employee use of online social media, such as blogs, social networks, professional networks, and social bookmarking sites, as it relates to the City of Attica, shall be subject to the following rules and regulations:

Employees may not post financial, confidential, sensitive or proprietary information about the City, citizens, other employees or applicants.

Employees may not post obscenities, slurs or personal attacks that can damage the reputation of the City, citizens, other employees or applicants.

Employees may not post information on social media during working hours unless specifically engaged in business on behalf of the City of Attica

Even while off-duty, Employees represent the City to the public and shall not post information which is detrimental to the City's reputation and good will.

Employees are responsible for the content of their postings. The City may monitor content of Employee's social media.

This policy shall not be applied to interfere with Employee's rights to discuss their terms and conditions of employment or to otherwise interfere with their rights under the National Labor Relations Act.

Violations of these rules and regulations may result in disciplinary action up to and including termination of employment.

Section 2-80, Internet Usage

The City of Attica may provide Employees with Internet access. Internet usage is intended for job-related activities.

All Internet data that is written, sent, or received through the City's computer systems is part of official City of Attica records. That data may be subject to public inspection. Therefore, the business information contained in Internet email messages and other transmissions must be accurate, appropriate, ethical, and legal.

The equipment, services, and technology that is used to access the Internet are the property of The City of Attica. Therefore, the City reserves the right to monitor Employees use of the Internet. The City reserves the right to find and read any data that is written, sent, or received through the City's online connections or is stored in the City's computer systems.

The City of Attica does not allow the unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the Internet. Each Employee is responsible for making sure that anyone who sends material to an Employee over the Internet has the appropriate distribution rights.

Before downloading or copying a file from the Internet, the file must be checked for viruses. All compressed files must be checked for viruses both before and after decompression.

Employees may not write, send, read, or receive data through the Internet that contains content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, disruptive to any employee or other person, or interferes with an Employee's work.

Section 2-81, Social Media and Internet Usage

The following are some examples of prohibited activities that violate these social media and Internet Usage rules and regulations:

- Sending or posting discriminatory, harassing, or threatening messages or images
- Using the City's time and resources for personal gain
- Stealing, using, or disclosing someone else's code or password without authorization
- Copying, pirating, or downloading software and electronic files without permission
- Sending or posting confidential material, trade secrets, or proprietary information
- Violating copyright law
- Failing to observe licensing agreements
- Engaging in unauthorized transactions that may incur a cost to the City or initiate unwanted Internet services and transmissions

- Sending or posting messages or material that could damage the City's image or reputation
- Participating in the viewing or exchange of pornography or obscene materials
- Sending or posting messages that defame or slander other individuals, including (but are not limited to) sexual comments or images, racial slurs, gender-specific comments, or other comments or images that could reasonably offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, sexual orientation, or any other characteristic protected by law
- Attempting to break into the computer system of another organization or person
- Refusing to cooperate with a security investigation
- Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities
- Using the Internet for political causes or activities, religious activities, or any sort of gambling
- Jeopardizing the security of the City's electronic communications systems
- Sending or posting messages that disparage another organization's products or services
- Passing off personal views as representing those of the City
- Sending anonymous email messages
- Engaging in any other illegal activities

Violation of this policy may subject the Employee to disciplinary action, up to and including termination of employment.

Any violations of this rules and regulations shall be reported to the Board of Public Works.

Adopted by the Common Council for the City of Attica, Indiana, this _____ day of _____, 2015, by a vote of _____ for and _____ against.

Sponsoring Council Member

ATTEST:

Susan Stoll, Clerk-Treasurer

Robert Shepherd, Mayor

ATTEST:

Susan Stoll, Clerk-Treasurer

