

E-MAIL AND INTERNET CODE OF CONDUCT

Access to the Internet has been provided to public employees for the benefit of the City of Camden and its residents. It allows employees to connect to information resources around the state, the country, and the world. Every employee has a responsibility to maintain and enhance the City's public image and to use the Internet in a productive manner. To ensure that all employees are responsible, productive Internet users and they are protecting the City's public image, the following guidelines have been established for using the Internet.

a. Acceptable Use of the Internet

Employees accessing the Internet are representing the City of Camden. All communications should be for professional reasons. Employees are responsible for seeing that the Internet is used in an effective, ethical and lawful manner. Databases may be accessed for information as needed. E-mail may be used for business contact.

b. Unacceptable Use of the Internet

The Internet should not be used for personal gain or advancement of individual views. Solicitation of non-City of Camden business or any use of the Internet for personal gain is strictly prohibited. Use of the Internet must not disrupt the operation of the company network or the networks of other users. It must not interfere with employees productivity.

E-MAIL COMMUNICATION

All employees are responsible for the content of all text, audio or images that they place or send over the Internet. Fraudulent, harassing or obscene messages are prohibited. All messages communicated on the Internet should have the sender's name attached. No messages will be transmitted under an assumed name. Users may not attempt to obscure the origin of any message. Information published on the Internet should not violate or infringe upon the rights of others. No abusive, profane or offensive language may be transmitted through the system. Employees who wish to express personal opinions on the Internet are encouraged to obtain their own user names on other Internet systems.

Notwithstanding the City's right to read and retrieve any electronic mail messages, such messages should be treated as confidential by other employees and accessed only by the intended recipient. Employees are not authorized to retrieve or read any e-mail messages that are not sent to them. Any exception to this policy must receive prior approval from the system administrator or the acting supervisor. Employees should not attempt to gain access to another employee's messages without the latter's permission. All computer passwords and login names must be submitted to the system administrator. No codes may be used that are not known to the system administrator.

SOFTWARE

To prevent computer virus from being transmitted through the system, there will be no unauthorized downloading of any software. All software downloads will be done through the system administrator or someone authorized to do so by the system administrator.

COPYRIGHT ISSUES

Copyrighted materials belonging to entities may not be transmitted by City employees on the Internet. One copy of the copyrighted material may be downloaded for an employee's personal use in research. Users are not permitted to copy, transfer, rename and/or delete information or programs belonging to other users unless given express permission to do so by the owner. Failure to observe copyright or license agreements may result in disciplinary action or legal action by the copyright owner.

SECURITY

All messages created, sent or retrieved over the Internet are the property of the City of Camden. The City reserves the right to access and monitor all messages and files on the computer system as deemed necessary and appropriate. The confidentiality of any messages should not be assumed. Even when a message is erased, it is possible to retrieve and read that message. Further, the use of passwords for security does not guarantee confidentiality. All communication, including text and images, can be disclosed to law enforcement or other third parties without prior consent of the sender or retriever.

HARASSMENT

Harassment of any kind is prohibited. No messages with derogatory or inflammatory remarks about an individual's or group's race, religion, national origin, physical attributes or sexual preference may be transmitted.

VIOLATIONS

Violations of any guidelines listed above will be presented to the department supervisor, Personnel Officer, or Business Administrator. It may result in disciplinary action up to and including termination. If necessary, the City will advise appropriate legal officials of any illegal violations.