

Village of Ardsley Technology Policy

Objective

The purpose of this document is to set forth the rules, regulations, and conduct for official Village use of technology. Technology includes use of the Internet and e-mails. This policy outlines the guidelines for acceptable use of the Village's technology systems. The Village Manager is responsible for administration of this policy.

Scope

This policy must be followed in conjunction with other Village policies governing appropriate workplace conduct and behavior. Any employee who abuses the Village-provided access to e-mail, the Internet, or other electronic communications or networks, including social media, may be denied future access and, if appropriate, be subject to disciplinary action up to and including termination. The Village complies with all applicable federal, state, local laws and collective bargaining agreements as they concern the employer/employee relationship, and nothing contained herein should be misconstrued to violate any of the rights or responsibilities contained in such laws and agreements.

Questions regarding the appropriate use of the Village's electronic communications equipment or systems, including e-mail and the Internet, should be directed to the Village Manager or his/her designee.

Policy

The Village of Ardsley has established the following guidelines for employee use of the Village's technology and communications networks, including the Internet and e-mail, in an appropriate, ethical and professional manner.

Confidentiality and Monitoring

All technology provided by the Village, including computer systems, communication networks, village-related work records and other information stored electronically, is the property of the Village and not the employee. The Village reserves the right to examine, monitor and regulate e-mail and other electronic communications, directories, files and all other content, including Internet use, transmitted by or stored in its technology systems.

Internal and external e-mail, voice mail, text messages and other electronic communications made on technology that is provided by the Village are considered Village records and may be subject to discovery in the event of litigation or FOIL. Employees must be aware of this possibility when communicating electronically.

Appropriate Use

Village employees are expected to use technology responsibly and productively as necessary for their jobs. Internet access and e-mail use is for job-related activities; however, minimal and limited personal use is acceptable. All Village correspondence and business handled via email must be done via a Village email address. Personal email addresses may not be used for Village business. Village email addresses may not be used for personal purposes.

Employees may not use the Village's Internet, e-mail or other electronic communications to transmit, retrieve or store any communications or other content of a defamatory, discriminatory, harassing or pornographic nature. No messages with derogatory or inflammatory remarks about an individual's race, age, disability, religion, national origin, physical attributes or sexual preference may be transmitted. Harassment of any kind is prohibited.

Disparaging, abusive, profane or offensive language and any illegal activities—including piracy, cracking, extortion, blackmail, copyright infringement and unauthorized access to any computers on the Internet or e-mail—are forbidden.

Employees may not use the Village's computer systems in a way that disrupts its use by others. This includes sending or receiving excessive numbers of large files and spamming (sending unsolicited e-mail to thousands of users).

Employees are prohibited from downloading software or other program files or online services from the Internet without prior approval from the Village Manager who will first discuss the request with the technology staff and the Village's consultant. All files or software should be passed through virus-protection programs prior to use. Failure to detect viruses could result in corruption or damage to files or unauthorized entry into Village systems and networks. All employees are required to save documents directly to the network, not their hard drives or external drives such as USB drives, Flash drives, CD/DVD drives etc., so they can be adequately backed up and protected.

Every employee of the Village is responsible for the content of all text, audio, video or image files that he or she places or sends over the Village's Internet and e-mail systems. No e-mail or other electronic communications may be sent that hide the identity of the sender or represent the sender as someone else. The Village's identity is attached to all outgoing e-mail communications, which should reflect appropriate workplace language and conduct.

Nothing herein shall limit the police department's ability to professionally and appropriately utilize technology in the conduct of official Village business.