

# UPPER DUBLIN TOWNSHIP

## ELECTRONIC MAIL AND INTERNET COMMUNICATIONS POLICY

### A. POLICY STATEMENT

E-mail and usage of the Internet are considered by Upper Dublin Township to be important forms of organizational communication. All communications within the Township's intra-office computer network and all communications sent or received through the Internet, including the contents of an employee's computer, are the property of Upper Dublin Township. The use of these systems for sending or receiving offensive or objectionable material, which is defamatory, obscene, sexually explicit, illegal or threatening is strictly prohibited. Improper use of Upper Dublin Township's computer resources or network resources is grounds for discipline up to and including discharge. Upper Dublin Township reserves the right to amend this policy at any time. New system users shall read this policy before logging into the Township's computer system or before accessing the Internet.

### B. SCOPE

This policy covers all employees and all Upper Dublin Township electronic communications systems at all Township locations to include dial-up service.

### C. MONITORING AND CONTROL

Upper Dublin Township retains the right to monitor all Internet and e-mail messages during the ordinary course of its business without notice to the user, sender or recipient of an e-mail message, except as restricted by applicable law. This includes the right to install software that monitors e-mail and Internet usage. For example, monitoring may be necessary to protect and ensure the system's security, to ensure that employees are not using e-mail to communicate improper content, such as unlawful harassment, improper management techniques or unauthorized disclosure of confidential information, and to ensure that employees are not communicating to unauthorized recipients. Upper Dublin Township will actively monitor Internet usage and e-mail communications and reserves the right to inspect any and all files stored in private areas of the Township's computer network in order to ensure compliance with policy.

#### **D. PERSONAL USE OF E-MAIL**

Upper Dublin Township considers the e-mail system to be for business use only. Upper Dublin Township e-mail services may be used for incidental personal purposes provided that such use does not directly or indirectly interfere with the Township's operation of its computer facilities or e-mail services or interfere with the e-mail user's employment or other obligations to the Township. When sending a personal e-mail message through the Township's computer network, the use of a personal e-mail address is encouraged. The use of the Township e-mail services for the operation of a private personal business is strictly prohibited.

#### **E. NO EXPECTATION OF PRIVACY**

While it is possible that Upper Dublin Township employees may decide to send personal e-mail messages, Upper Dublin Township assumes no responsibility for their content or for maintaining their privacy. Nor does Upper Dublin Township assume any responsibility for the security of any personal data or information transmitted through the Township's computer network. Since all e-mail messages are the property of Upper Dublin Township, employees and those communicating with employees must realize that they have no right or expectation of privacy in their e-mail communications. All messages are subject to review by management, and all communications are subject to scrutiny, except as restricted by applicable law.

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The Township reserves the right to access, review, copy, or delete all e-mail messages for any purpose and to disclose them to any party (inside or outside the Township) as it deems appropriate. This includes the right to install software that monitors e-mail and Internet usage.

#### **F. E-MAIL CONTENT**

No e-mail messages should be created or sent which might constitute intimidating, hostile or offensive material on the basis of sex, race, color, religion, national origin, age, sexual preference or disability or any other basis that is unlawful under applicable state and federal law. Harassment is broadly defined as anything that has improper content and is both unwelcome and offensive to a reasonable person. This prohibition includes but is not limited to the display of any kind of sexually explicit image or document on any Upper Dublin Township system as well as the transmission of any harassing, obscene, profane, abusive or offensive language. In addition, sexually explicit material may not be archived, stored, distributed, edited or recorded using Upper Dublin Township computer resources. Please refer to Upper Dublin Township's policy against sexual harassment.

Upper Dublin Township bears no responsibility for the content of messages sent or received by its employees. The Township does not and will not preview, edit or approve material on a

routine basis in the e-mail system. All messages sent on the e-mail system are attributable solely to the individual users of the e-mail system, and the Township is not a party to them. Upper Dublin Township shall not be liable for, assume any legal responsibility for, or bear any costs arising out of e-mail communications flowing in or out of the Township's computer system. When sending e-mail messages, e-mail users shall not give the impression that they are representing, giving opinions or otherwise making statements on behalf of Upper Dublin Township unless explicitly or implicitly authorized to do so. Where appropriate, an explicit disclaimer such as "These statements are my own not those of the Upper Dublin Township administration" should be included unless it is clear from the content that the author is not representing the Township.

Some of the messages sent, received or stored in the e-mail system may be privileged communications between Upper Dublin Township and its attorneys, or other entities. Upon receipt of any such message, do not forward it or its contents to others inside Upper Dublin Township without the authorization of all parties. Never forward such messages or contents to any outsiders. To the extent practicable, all efforts should be made to retain the confidentiality of any such privileged communications. As the Township has not established an encryption standard for use, all encryption software should be approved by Upper Dublin Assistant Township Manager prior to sending any encrypted message.

Any employees who become aware of misuse of the Upper Dublin Township e-mail system must contact Upper Dublin Assistant Township Manager immediately.

#### **G. INTERNET USAGE**

Access to the Internet through the Township's system is to be used only for legitimate business purposes and communications. Employees are not permitted, without prior authorization, to establish web pages that suggest Upper Dublin Township affiliation or authorization by Upper Dublin Township. Upper Dublin Township's Internet facilities and computer resources may not be used to knowingly violate in any material way the laws and regulations of the United States or the laws or regulations of the Commonwealth of Pennsylvania. All communications on the Internet to or from Upper Dublin Township's system or computers owned or operated by Upper Dublin Township are subject to monitoring except as prohibited by law and to all of Upper Dublin Township's standard policies.

#### **H. USE OF OUTSIDE SOFTWARE AND E-MAIL ATTACHMENTS**

Any software or files downloaded via the Internet into the Upper Dublin Township network become the property of Upper Dublin Township. Any such files or software may be used only in ways that are consistent with their licenses or copyrights. No employee may use Upper Dublin Township computer resources to knowingly download or distribute pirated or outside software or data. No outside software should be installed on any Upper Dublin Township computer as such installations may violate licensing agreements or contaminate the

Upper Dublin Township's entire computer system with a computer virus. All employees should be aware that damaging viruses often enter a network as attachments to e-mail messages from a sender you may recognize. Therefore, all attachments should be viewed with suspicion. If a user receives an e-mail message with an attachment that looks suspicious, the e-mail should be deleted immediately and emptied out of the "deleted items" folder. If a suspicious attachment is received that a user believes may be legitimate, the user should contact the sender prior to opening the attachment. Any personal e-mail or e-mail without a business purpose that has attachments should be deleted immediately.

#### I. OTHER DATA SERVICES

Upper Dublin Township may establish accounts with dial-up data services and will make these services available to individual employees as necessary. Such services may only be used by employees who have been granted authorized access so that we are able to manage the security and administrative aspects of the account. Use of data services is limited to business use only; personal or entertainment use is prohibited.

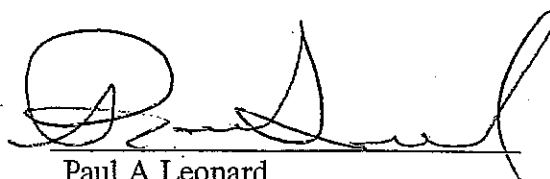
#### J. CONSEQUENCES OF MISUSE

Misuse of the Internet or e-mail systems, including unauthorized communications to third parties through use of the Internet or through the use of Upper Dublin Township's intra-office systems, or unauthorized disclosure of confidential business information through these systems, is ground for disciplinary action up to and including discharge.

#### K. LAW ENFORCEMENT USAGE

The Township recognizes that the Police Department is called upon from time to time to investigate potential unlawful email communications, web pages, and other prohibited electronic communications. The Township Administrative Network shall remain available to the Police Department for performance of this type investigation. Investigators shall not be held liable for contraband absorbed by electronic office equipment during the course of a legitimate investigation. The Police Department shall develop policies to govern this type of investigation. Nothing in this policy shall stand to obstruct these lawful investigations.

2/23/04  
Date

  
Paul A Leonard  
Upper Dublin Township Manager