

City of Topeka Policy

Use of Information Technology System

TELECOMMUNICATIONS POLICY

Purpose: To establish a policy on the use of the City of Topeka's information technology systems.

Applicability: To all city employees, agents, contractors, consultants, vendors, temporary workers.

Effective Date: March 1, 2006

1. SCOPE

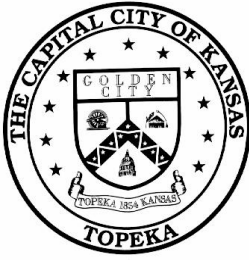
This policy applies to employees, agents, contractors, sub contractors, consultants, vendors, service providers, and temporary workers [collectively, "users"] on City of Topeka premises or using the City of Topeka's information technology systems.

2. ACCEPTABLE USE

A. Users are granted the use of the City of Topeka's information technology systems that includes all types of computerized equipment including but not limited to:

1. Hand-held devices
2. PDA's
3. Computer applications and tools
4. Office systems
5. Networks facilities
6. Telephone systems
7. Wireless systems
8. Cellular telephones

B. Users are also granted access to the Internet, intranet, World Wide Web, e-mail and other applications through use of the City of Topeka's information technology systems. The use and access are granted for business purposes of the City of Topeka.



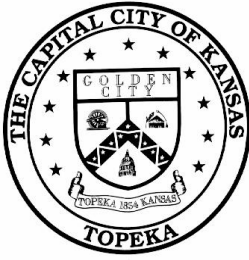
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- C. The use or access may be denied at any time, for any reason. Users are responsible at all times for using the information technology systems in a manner that is ethical, legal and consistent with the best interests and policies of the City of Topeka.
- D. The information technology systems are intended for the business use by the City of Topeka. The City of Topeka understands that employees may, from time to time, wish to use the systems for personal matters. While such use is not strictly prohibited, it must be reasonable, limited, and consistent with City of Topeka policies. Such use should not interfere with the City of Topeka 's business, interfere with the user's ability to perform his or her job, interfere with the ability of other users to perform their jobs, expose the City of Topeka to liability or embarrassment, be for any of the Prohibited Uses as stated below, violate the laws of the location information is transmitted to or from, or violate any other policies of the City of Topeka or the applicable policies of any City of Topeka department.
- E. Only users who are authorized by the City of Topeka may use the City's systems. A user may not allow any other person, including authorized users, to access any application through the user's account or profile.

3. USERS RESPONSIBILITY

- A. Users are responsible for any and all activity initiated from their accounts or profile. Therefore, users should protect their passwords, change them regularly, not reveal them to others, change their passwords whenever disclosure has occurred or may have occurred, and not leave their computers on and open for non-authorized users to access. Users are responsible for protecting their own files (e-mail, word processing, spreadsheets, etc.) from unauthorized persons.
- B. If a user inadvertently accesses another user's files, the user must immediately discontinue access, report the access and refrain from revealing any personal information discovered.
- C. Users are hereby advised that there is material on the Internet that is offensive to most people. The City of Topeka does not have the ability to control this information, and does not attempt to screen it all. Users must use their good judgment and common sense to stay away from offensive Internet sites. The City of Topeka disavows any liability for harassment by any person who uses a City of Topeka system and is offended upon discovering such offensive material.



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4. NO RIGHT TO PRIVACY

All information created, accessed, or stored using City of Topeka's applications and information technology systems is the property of the City of Topeka. Users do not have a right to privacy to any activity conducted using the City of Topeka's information technology systems. Representatives of the City of Topeka can review, read, access or otherwise monitor all activities on City of Topeka systems or on any other system accessed by use of a City of Topeka system. The City of Topeka monitors all web sites that are visited.

5. PROHIBITED USES

A. Sales and Solicitation

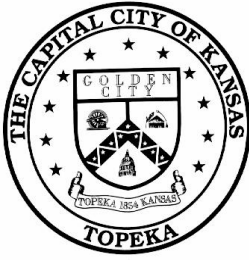
Users may not send e-mail for any purpose other than personal communication. Users may not transmit unsolicited commercial or bulk e-mail or advertise or offer to sell goods or services to others. Unless approved by the City Manager or their designates, users may not use the systems for soliciting other employees for any reason, including but not limited to soliciting funds for school fundraising drives or selling products or merchandise or to solicit political support. Users may not use City information systems to make fraudulent offers to sell or buy products, items, or services. Users may not use City information systems or to advance any type of financial scam such as pyramid schemes, Ponzi schemes or chain letters.

B. Confidential Information

Users must not use e-mail or any other method to send City of Topeka proprietary or confidential information to any unauthorized person. Such information may be sent to authorize persons in encrypted files if sent over publicly accessible media such as the Internet or broadcast media such as wireless communication. Such information may be sent in unencrypted files only within the City of Topeka system.

C. Deception

1. Users may not intercept or attempt to intercept e-mail or network traffic, attempt to access the accounts of others, or attempt to penetrate the security measures of the City of Topeka. This includes, but is not limited to, intentionally seeking information on, obtaining copies of, or modifying files, e-mail or other data or passwords belonging to other users without their express permission.



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2. Users may not send, or cause to be sent, communications that makes use of or contain invalid or forged headers, invalid or non-existent domain names or other means of deceptive addressing. Similarly, e-mail that is relayed through a third party's mail server without the permission of that third party, or which employs similar technologies to hide or obscure the source of the e-mail is unauthorized. Users may not impersonate another user by modifying e-mail header information, or otherwise hide the user's identity.

D. Nuisance E-mail and E-mail Attachments

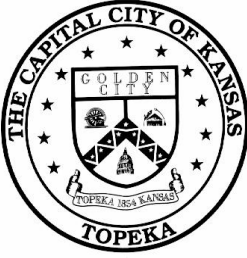
No unexpected e-mail attachments received from unknown persons should be opened. Doing so leaves the City of Topeka vulnerable to viruses, and also may violate application licensing agreements or copyright law. Users may not create or forward nuisance e-mail, including jokes and chain letters.

E. Software Installation, Downloads, and Banned Software

1. No software, games or other applications may be installed or downloaded on a City system without the City of Topeka's Information Technology Department's authorization. Users may not make copies of applications running on City of Topeka systems for use at home, on laptops or for other reasons, without authorization.
2. Users may not knowingly download or upload, e-mail, install, or post files that contain software, music, video, or other material protected by intellectual property laws, rights of privacy or publicity, copyright, trademark, patent, trade secret or any other applicable law unless the user owns or controls the rights thereto or has received all necessary consents.
3. Instant messaging software, file sharing and peer-to-peer (P2P) programs, multiple player games, or any software that automatically accesses the Internet from user computers is prohibited. Examples of banned software include, but are not limited to: AOL Instant Messenger, Yahoo Instant Messenger, Weather Bug, Webshot, Kaaza, Imesh, and Limewire.

F. Modems

Any computer connected to the City of Topeka's network cannot contain or connect to a modem or any similar device without the approval of the Information Technology Department.



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G. Illegal Uses

1. Users are prohibited from using the City of Topeka's information systems for wagering or betting.
2. Users shall never harass, intimidate, stalk, threaten others or engage in other illegal activity (including pornography, terrorism, espionage, theft or drugs) by e-mail or other methods. It is specifically prohibited for users to knowingly visit sites that feature pornography, terrorism, espionage, theft or illegal drugs.
3. Users must not abuse or violate the legal rights of others. All such activities should be reported to management for appropriate action.
4. Users may not publish, post, distribute or disseminate defamatory, obscene or unlawful material or information via our Internet, or violate any applicable local, state, national or international law.

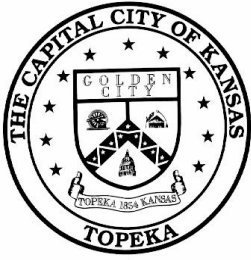
6. VIOLATIONS

Violation of this policy may result in discipline up to and including termination of employment provided discipline is consistent with the terms and conditions of any applicable collective bargaining agreement.

THIS POLICY SPECIFICALLY REPEALS AND REPLACES PRIOR CITY POLICIES AND ADMINISTRATIVE MEMORANDA RELATIVE TO TELECOMMUNICATIONS.

Approved:

Neil Dobler, Acting City Manager
February 15, 2006



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EMPLOYEE ACKNOWLEDGEMENT

I have read and understand the City of Topeka's Policy Defining Acceptable Use of City of Topeka's Information Technology Systems.

Printed Name

Signature

Date