

RESOLUTION # 4970

A RESOLUTION ADOPTING AN INTERNET USAGE POLICY FOR CITY EMPLOYEES, AND DECLARING THAT THIS RESOLUTION SHALL BE IN FULL FORCE IMMEDIATELY.

Whereas, The City of Kewanee provides access to the vast information resources of the Internet to help staff do their job and be well-informed; and,

Whereas, The facilities that provide access represent a considerable commitment of resources for telecommunications, networking, software, storage, etc.; and,

Whereas, An Internet Acceptable Usage Policy is designed to help staff understand the expectations for the use of those resources in the particular conditions of the Internet, and to use those resources wisely; and,

Whereas, the Internet for this City is a tool, provided at significant cost, which holds the expectation of staff using Internet access primarily for government-related purposes, i.e., to communicate with taxpayers and suppliers, to research relevant topics and obtain useful information; and,

Whereas, our direct connection to the Internet offers a cornucopia of potential benefits, it can also open the door to some significant risks to our data and systems if we do not follow appropriate security discipline; and,

Whereas, Access to electronic communications gives each individual Internet user an immense and unprecedented reach to propagate City messages and tell our business story.

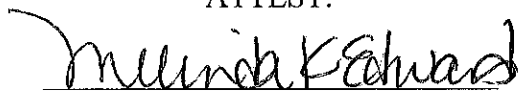
BE IT RESOLVED BY THE COUNCIL OF THE CITY OF KEWANEE THAT:


Section 1 That the following policy on internet usage be and is hereby established.

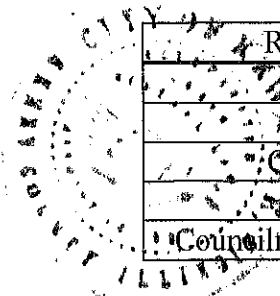
Section 2 This Resolution shall be in full force and effect immediately upon its passage and approval as provided by law.

Adopted by the Council of the City of Kewanee, Illinois this 28th day of March 2016.

ATTEST:


Melinda Edwards, City Clerk


Steve Looney, Mayor



RECORD OF THE VOTE	Yes	No	Abstain	Absent
Mayor Steve Looney	X			
Councilmember Michael Yaklich	X			
Councilmember Deann Schweitzer	X			
Councilmember Andrew Koehler	X			
Councilmember Kellie Wallace-McKenna				X

CITY OF KEWANEE

SUBJECT	ISSUED BY	EFFECTIVE DATE	REVISION DATE
INTERNET USAGE POLICY	City Council	03/28/16	

SUMMARY INTERNET USAGE POLICY PROVISIONS

1. The City of Kewanee reserves the right to monitor and record all Internet usage.
2. We reserve the right to inspect any and all files stored in private areas of our network in order to assure compliance with policy.
3. Sexually explicit material may not be displayed, archived, stored, distributed, edited or recorded using our network or computing resources.
4. Use of any City of Kewanee resources for illegal activity is grounds for immediate dismissal, and we will cooperate with any legitimate law enforcement activity.
5. Any software or files downloaded via the Internet into the City of Kewanee network become the property of the City of Kewanee
6. No employee may use City of Kewanee facilities knowingly to download or distribute pirated software or data.
7. No employee may use the City of Kewanee Internet facilities to deliberately propagate any virus, worm, Trojan horse or trap-door program code.
8. In the interest of keeping the City of Kewanee well-informed, use of news briefing services like CNN is acceptable.
9. Employees with Internet access may not use City of Kewanee Internet facilities to download entertainment software or games, or to play games against opponents over the Internet.
10. Employees with Internet access may not upload any software licensed to the City of Kewanee or data owned or licensed by the City of Kewanee without explicit authorization from the manager responsible for the software or data. The entire Internet Acceptable Usage Policy is attached to this document. Please read the policy and return the Acknowledgment to your supervisor.

INTERNET USAGE POLICY

Overview

The City of Kewanee provides access to the vast information resources of the Internet to help you do your job and be well-informed. The facilities that provide access represent a considerable commitment of resources for telecommunications, networking, software, storage, etc. This Internet Acceptable Usage Policy is designed to help you understand the expectations for the use of those resources in the particular conditions of the Internet, and to help you use those resources wisely. While we've set forth explicit requirements for Internet usage below, we'd like to start by describing our Internet usage philosophy. First and foremost, the Internet for this City is a tool, provided to you at significant cost. That means we expect you to use your Internet access primarily for government-related purposes, i.e., to communicate with taxpayers and suppliers, to research relevant topics and obtain useful information (except as outlined below). We insist that you conduct yourself honestly and appropriately on the Internet, and respect the copyrights, software licensing rules, property rights, privacy and prerogatives of others, just as you would in any other business dealings. To be absolutely clear on this point, all existing City policies apply to your conduct on the Internet, especially but not exclusively those that deal with intellectual property protection, privacy, misuse of City resources, sexual harassment, information and data security, and confidentiality. Unnecessary or unauthorized Internet usage causes network and server congestion. It slows other users, takes away from work time, consumes supplies, and ties up printers and other shared resources. Unlawful Internet usage may also garner negative publicity for the agency and expose the municipality to significant legal liabilities. Access to electronic communications gives each individual Internet user an immense and unprecedented reach to propagate City messages and tell our business story. Because of that power, one must take special care to maintain the clarity, consistency and integrity of the City image and posture. Anything any one employee writes in the course of acting for the City on the Internet could be taken as representing the City posture. That is why we expect you to forego a measure of your individual freedom when you participate in electronic communications as outlined below. While our direct connection to the Internet offers a cornucopia of potential benefits, it can also open the door to some significant risks to our data and systems if we do not follow appropriate security discipline. As presented in greater detail below, that may mean preventing machines with sensitive data or applications from connecting to the Internet entirely, or it may mean that certain users must be prevented from using certain Internet features. The overriding principle is that security is to be everyone's first concern. City employees can be held accountable for any breaches of security or confidentiality including any and all branches. "Document" covers just about any type of file that can be read on a computer screen as if it were a printed page, including the so-called HTML files read in an Internet browser, any file meant to be accessed by a word processing or desktop publishing program or its viewer, or the files prepared for the Adobe Acrobat reader and other electronic publishing tools. "Graphics" includes photographs, pictures, animations, movies or drawings. "Display" includes monitors, flat-panel active or passive matrix displays, monochrome LCDs, projectors, televisions, and virtual-reality tools.

DETAILED INTERNET USAGE POLICY PROVISIONS

A) General

1. The City of Kewanee (City) reserves the right to install software and systems in place that monitor and record all Internet usage. Security systems capable of recording for each and every user each World Wide Web site visit and each email message into and out of our internal networks, and we reserve the right to do so at any time. No employee should have any expectation of privacy as to his or her Internet usage. Our managers may review Internet activity and analyze usage patterns and they may choose to publicize this data to assure that City internet resources are devoted to maintaining the highest levels of productivity.
2. We reserve the right to inspect any and all files stored in private areas of our network in order to assure compliance with policy.
3. The display of any kind of sexually explicit image or document on any City system is a violation of our policy on sexual harassment. In addition, sexually explicit material may not be archived, stored, distributed, edited, or recorded using our network or computing resources.
4. The City may use independently-supplied software and data to identify inappropriate or sexually explicit Internet sites. We may block access from within our networks to all such sites that we are made aware. If you find yourself connected accidentally to a site that contains sexually explicit or offensive material, you must disconnect from that site immediately, regardless of whether that site had been previously deemed acceptable by any screening or rating program.
5. The City Internet facilities and computing resources must not be used to violate the laws and regulations of the United States or any other nation, or the laws and regulations of any state, city, province or other local jurisdiction in any material way. Use of any City resources for illegal activity is grounds for immediate dismissal and we will cooperate with any legitimate law enforcement activity.
6. Any software or files downloaded via the Internet into the City network become the property of the City. Any such files or software may be used only in ways that are consistent with their licenses or copyrights.
7. No employee may use City facilities to download or distribute pirated software or data.
8. No employee may use the City Internet facilities to propagate any virus, worm, Trojan horse or trap-door program code.
9. Each employee using the Internet facilities of the City shall identify himself or herself honestly, accurately and completely, when setting up accounts on outside computer systems.
10. Only those employees or officials who are authorized to speak to the media, to analysts or at public gatherings on behalf of the City may speak/write in the name of the City in any electronic communications. Where an individual participant is identified as an employee or agent of the City the employee must refrain from any political advocacy and must refrain from the unauthorized endorsement or appearance of endorsement by the City of any commercial product or service not sold or serviced by this City, its subsidiaries or its affiliates.
11. The City retains the copyright to any material posted on the Internet by any employee in the course of his or her duties.
12. Employees are reminded that it is inappropriate to reveal confidential information, and any other material covered by existing City secrecy policies and procedures on the Internet. Employees releasing such confidential information— whether or not the release is inadvertent — will be subject to the penalties provided in existing City policies and procedures.
13. Use of City of Kewanee Internet access facilities to commit infractions such as misuse of City assets or resources, sexual harassment, unauthorized public speaking and misappropriation of intellectual property are also prohibited by general City of Kewanee policy and will be sanctioned under the relevant provisions of the Administrative Code.

14. Because a wide variety of materials may be considered offensive by colleagues, constituents or suppliers, it is a violation of City policy to store, view, print, or redistribute any document or graphic file that is not directly related to the user's job or the City activities.

15. In the interest of keeping employees well-informed, use of news briefing services like CNN is acceptable, within limits that may be set by each department's activities.

16. Employees may use their Internet facilities for non-business research or browsing during meal time or other breaks, or outside of work hours, provided that all other usage policies are adhered to.

17. Employees with Internet access must take particular care to understand the copyright, trademark, libel, slander, and public speech control laws of all countries in which this governmental agency maintains a business presence, so that our use of the Internet does not inadvertently violate any laws which might be enforceable against us.

18. Employees with Internet access may not use City Internet facilities to download entertainment software or games, or to play games against opponents over the Internet.

19. Employees with Internet access may not use City Internet facilities to download images or videos unless there is an express business-related use for the material.

20. Employees with Internet access may not upload any software licensed to the City or data owned or licensed by the City without the express authorization of the manager responsible for the software or data.

B) Technical

1. User IDs and passwords help maintain individual accountability for Internet resource usage. Any employee who obtains a password or ID for an Internet resource from the City must keep that password confidential. City policy prohibits the sharing of user IDs or passwords obtained for access to Internet sites.

2. Employees should schedule communications-intensive operations such as large file transfers, video downloads, mass e-mailings and the like, for off-peak times.

3. Any file that is downloaded must be scanned for viruses before it is run or accessed.

C) Security

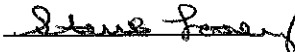
1. The City has installed an Internet firewall to assure the safety and security of the agency's networks. Any employee who attempts to disable, defeat, or circumvent any security facility will be subject to immediate dismissal.

2. Files containing sensitive Company data, as defined by existing data security policy, which are transferred in any way across the Internet must be encrypted.

3. Only those Internet services and functions with documented business purposes for this agency will be enabled at the Internet firewall.

D) Responsibility for Enforcement

The City Manager will have the responsibility for the enforcement of this administrative policy in the usage of the City internet.

Approved: Mayor 

Date: 03/28/2016

(Current as of March 2016)

Acknowledgment

I acknowledge that I have received a written copy of the Internet Acceptable Usage Policy for the City of Kewanee. I understand the terms of this policy and agree to abide by them. I realize that the City of Kewanee security software may record and store for management use the electronic email messages I send and receive, the Internet address of any site that I visit and any network activity in which I transmit or receive any type of file. I understand that any violation of this policy could lead to my dismissal from employment or even criminal prosecution. If you have any question regarding this policy or any situation not specifically addressed in this policy, see your supervisor. This policy is subject to revision. The City of Kewanee will adequately post revisions, but it is the user's responsibility to ensure that his/her use of the City computing and communication resources conforms to current policy.

Signature

Name (Printed)

Date