

## **POLICY # A3-7.1**

### **ELECTRONIC COMMUNICATIONS/WEBSITE ALL EMPLOYEES**

The Town of Wayland has adopted an Electronic Communication/Website Policy to ensure the proper use of the Town of Wayland's electronic communications systems, which includes telephones, electronic mail (e-mail), facsimile machines, local area network, wide area network, the Internet, and the Town's Website.

It is the Town's policy that use of these capabilities is subject to the same management oversight as any other employee activity. The electronic communication systems are the property of the Town and should be used for appropriate business purposes.

All computers, telephones, electronic communication equipment and electronic devices are to be used in a responsible, efficient, ethical, and legal manner. Use of the telephones for personal reasons should be brief and occur only when necessary. Employees are urged to advise family and friends of the Town policy so that incoming personal calls will not interfere with work. Examples of unethical use include, but are not limited to, the following:

- Violation of computer system security;
- Unauthorized use of computer accounts, access codes/passwords, or network identification numbers assigned to others;
- Removing, damaging, or destroying any electronic information including impeding the information gathering activities of others;
- Use of any equipment for any illegal, offensive, or unethical activity;
- Use of any information in ways that create a hostile environment for others.

The Town reserves the right to retrieve and read any electronic communication messages or other data stored on Town owned equipment for any purpose without limitation including systems maintenance and compliance monitoring.

The electronic communications system should not be used to create any offensive or disruptive messages or images. Among those that are considered offensive are any messages or images which contain sexual implications, racial slurs, gender-specific comments, or any other comment which might constitute intimidation, hostile or offensive material based on one's sex, race, color, national origin, age, religion, sexual orientation or physical or mental disability.

Although the computer system provides password security, the Town cannot guarantee confidentiality of information transmitted on the electronic communications system. Therefore, confidential information should generally not be communicated electronically either inside or outside the town government.

A wide variety of information exists on the Internet. Some persons may find part of that information to be offensive or otherwise objectionable. Employees should be aware that the town has no control over and therefore will not be responsible for the content of information on the Internet other than what the Town as an organization places there.

Violations of this policy or other rules, regulations, state, or federal laws pertaining to the use of electronic communications may result in disciplinary action, including termination.

Personnel Board Approved: September 5, 2000