

	<h2>INTERNET USAGE</h2>
<p>Approved: City Administration</p>	<p>Supercedes: Effective: July 2, 2002</p> <p style="text-align: right;">Page 1 of 2</p>

The Internet is a global computer network which joins government, private industry, and education computers together over high-performance communication lines. The City of Duluth (City) pays for Internet connectivity and owns and operates the equipment required to communicate with the Internet. Internet provides employees with a tool necessary to effectively acquire, disseminate, and utilize information and other capabilities and services to better perform their job duties. Access to the Internet is intended for business and professional use only. The City is committed to providing access to the Internet on an as needed basis to its employees to enhance their ability to perform the services to City constituents as well as other City employees.

Access to the Internet will be determined by department managers. City provided Internet services and facilities shall be used only for City business purposes. Limited personal use of the Internet services will allow employees to be more familiar with technology and the resources available through the Internet. Personal use should be restricted to occasional, incidental use and should not interfere with the conduct of City business. Employees requiring Internet access must complete an [Internet Access Request Form](#) and submit with appropriate management signatures to the MIS Division for implementation.

All employees are cautioned that obscene, offensive or other inappropriate information may be encountered while using the Internet. The City and its support contractors cannot prevent this from occurring. Employees should not intentionally browse to obscene or offensive information sites unless explicitly required to perform a job function.

In order to maintain consistent and cost effective support, employees may not install their own Internet Client support products on company provided computers, workstations, or laptops without prior approval from their local department management and the MIS Division. Employees may not connect their own personal computers or workstations to the company Internet without prior approval from their local department management and the MIS Division.

Employees should understand that email communications are not secure and email should not be considered a private form of communication. Thus, email content should be carefully considered before disseminating. Email sent over the Internet (i.e., to addresses outside the City's local email addresses) are susceptible to data intrusion efforts that choose to intercept such traffic. Information shared among authorized users within the City's local area network via E-mail is isolated from the general Internet traffic and has greater security.

The Internet should not be used for sending or receiving E-mail, i.e., browser based E-mail. This interface is outside the City's virus management software and could interfere with the City network infrastructure. The City provided E-mail system provides the capability of sending and receiving mail across the Internet. Refer to City Policy CP-S 103. Any E-mail communications sent outside the City's E-mail system are still considered public documents and thus may be subject to the provisions of the Government Data Practices Act.

The City maintains logs on visited Internet information by user name. It is important to protect your own user name and password from inappropriate use by others. This information will be provided by MIS upon request of management personnel.

**CITY INTERNET USERS ARE REQUIRED TO:**

- Respect the legal protection provided to programs and data by copyright license and data privacy laws.
- Respect the integrity and security of computing systems. Users shall not use or develop programs that harass others or infiltrate a computer or computing system or damage or alter software components of a computer or computing system. Examples include spoofing E-mail or creating denial-of-service attacks using City equipment and Internet services.
- Safeguard their accounts and passwords. Accounts and passwords are assigned to individual users and are not to be shared with any other person.

**CITY INTERNET USERS MAY *NOT* USE CITY INTERNET SERVICES FOR THE FOLLOWING:**

- Participating in chain letters.
- Sending messages that do not contain your true name and valid e-mail address.
- Any illegal purpose.
- Activities unrelated to official assignments and/or job responsibilities, except for occasional and incidental use.
- Transmitting or intentionally accessing threatening, obscene or harassing material.
- Interfering with or disrupting network users, services, or equipment including mass distribution of any message, intentional distribution of viruses, or seeking unauthorized access to other machines on the network.

- Exchange of proprietary information.
- Private purposes such as marketing, business transactions, fundraising for services or any activity meant to foster personal gain.
- Downloading information for something other than business use.
- Accessing sites or downloading information that may result in an unapproved expense to the City.

Any violations to this policy will be deemed an act of insubordination which will subject the employee to disciplinary action up to and including termination.