**INTERNET ACCESS AND EMAIL POLICY**

1. **General Policy.** The City of Birchwood Village provides Internet access and electronic mail (email) capabilities to the City Clerk and City Treasurer at city expense to further city business. The purpose of this Policy is to describe the proper use of these public resources and technology.
2. **Privacy.** The City Council preserves the right to monitor and log all network, Internet activity and email use and content accessed via city equipment or systems and to access, review, read, disclose, and use all records of use and all content in any way it deems necessary. This monitoring may include, but is not limited to, accessing computers, hard drives, attached/connected devices, external media, flash drives, disks, and adjacent work areas. No person should expect that any message or its contents, or any record of use, whether for city business, personal use, or even a prohibited use, will be private, even when a personal password is used.
3. **Personal Use of Email and Internet Access.** City employees may use city technology, including email and Internet access, for personal use on a limited basis provided such use does not interfere with normal work. Incidental and occasional personal use of email and Internet access is permitted provided that the incremental cost is negligible, no city business activity is preempted by personal use, and no city policies or laws are violated. An employee may access a personal email account via city equipment subject to the conditions set forth in this policy.
4. **Social Media.** No employee shall create a social media profile on behalf of the City or as a representative of the City or with the City name or logo without approval from the City Council. Any nonprofessional social media profile created by an employee on personal equipment, or personal e-mail addresses, shall not identify the person as an employee of the City of Birchwood Village. Nonprofessional social media includes but is not limited to Facebook, Twitter, blogs, chat rooms, YouTube, wikis, and other types of social bookmarking. Employees creating personal profiles on professional social media, such as LinkedIn, may indicate on the profile that they are an employee of the City of Birchwood Village.
5. **Other Prohibited Uses.** In addition to other restrictions set forth herein, no employee shall use the Internet or email on City time, or use City equipment, to conduct a personal commercial business, political activity, or fundraising. No employee shall illegally copy, install, transfer, or download a pirated or copyrighted software program or other data. No employee shall knowingly download any software that compromises the integrity of the city system. An employee shall notify the City Council if the city system may have been jeopardized by the infiltration of a virus or other computer hacking program. No employee shall allow any unauthorized person to have access to the city system.
6. **Data Practices.** City employees shall be cognizant that data stored on the city system is subject to the Data Practices Act requirements of public disclosure.
7. **Violation.** Violation of the requirements of this Policy may subject the employee to disciplinary action.