

**CITY OF HARTFORD  
COUNTY OF VAN BUREN  
STATE OF MICHIGAN**

**POLICY REGARDING CITY ISSUED ELECTRONIC DEVICES.**

Electronic devices issued by the City consist of Cell Phones, Tablets, Laptop Computers are primarily for work-related activities or approved educational/training activities. Incidental and occasional personal use and study use is permitted. This privilege should not be abused and must not affect the performance of related business activities. Once issued, you are fully responsible for the welfare of the device.

**RIGHT TO MONITOR**

The City of Hartford's computer, tablet, laptop, email and Internet system are at all times the property of the City, and thus all information on it could be requested under the Freedom of Information Act (FOIA) By accessing the Internet and email services through facilities provided by the City, you acknowledge that, the City (by itself or through its Service Providers) may from time to time monitor, log and gather statistics on all activities and may examine all individual connections and communications. Please note that our service providers use email filters to block spam and computer viruses. These filters may from time to time block legitimate email messages.

**RESPONSIBILITY AND OBLIGATION.**

No one should access, download or distribute material that is illegal, or which others may find offensive or objectionable, such as material that is pornographic, discriminatory, harassing or an incitement to violence.

Everyone in possession of City's electronic device must respect and comply with copyright, trademark and similar laws, and use such protected information in compliance with applicable legal standards. When using web-based sources, you must provide appropriate attribution and citation of information to the websites. Software must not be downloaded from the internet without the prior approval of the City Manager or designee.

**VIOLATION OF THIS POLICY.**

In all circumstances, use of Internet access and email systems must be consistent with the law and the City of Hartford's policies. Violation of this policy is a serious offense and, subject to the requirements of the law, may result in a range of sanctions, from restriction of access to electronic communication facilities to disciplinary action, up and including termination.

**EMAIL**

The email system is the property of the City of Hartford. All emails are subject to review by the City. You may make limited use of our email system for matters involving your own personal business, so long as such use is kept to a minimum and does not interfere with your work.

The City of Hartford email system is City property, and as such, is subject to monitoring. System monitoring is done for your protection and the protection of the rights or property of the provider of these services. Please consider this when conducting personal business using the City's hardware and software.

Electronic mail is like any other form of the City's communication, and may not be used for harassment or other unlawful purposes. Your email account is a City provided privilege, and is the City's property. Remember that when you send email from the City domain, you represent the City whether your message is business related or personal.

## **CONFIDENTIALITY OF ELECTRONIC MAIL.**

As noted above, electronic mail is subject at all times to monitoring, and the release of specific information is subject to applicable laws and the City rules, policies and procedures on confidentiality. Existing rules, policies and procedures governing the sharing of confidential information also apply to the sharing of information via commercial software.

## **SOCIAL MEDIA.**

The term “social media” includes all means of communicating or posting information or content of any sort on the internet, including to your own or someone else’s web log or blog, journal or diary, personal website, social networking or affinity website, web bulletin board, or a chat room, whether or not associated or affiliated with the City, as well as any other form of electronic communication. The same principles and guidelines found in the City’s rules, policies and procedures apply to an employee’s social media activities online.