

**TOWN OF VIENNA, VIRGINIA
ADMINISTRATIVE REGULATIONS**

<u>Subject:</u> INTERNET USAGE	<u>Regulation No:</u> 1.14	<u>Effective Date:</u> June 1, 2012
	Supersedes: April 10, 2000	

I. STATEMENT OF PURPOSE

The purpose of this policy is to define proper usage of the Internet for legitimate Town business and customer service purposes.

II. POLICY

A. GENERAL

The Town of Vienna provides access to the Internet for legitimate Town business purposes and job-related pursuits, such as research, communication and to provide customer service to Town citizens. General usage may consist of research that assists in performance of job responsibilities, research that assists in job-related professional development, sending and receiving electronic mail (e-mail) and researching and purchasing items for use in Town business. E-mail procedures are discussed separately in Policy 1.13. Purchasing of supplies and materials over the Internet will comply with regular Procurement policies, as set forth in the Purchasing Administrative Procedures Manual.

B. PRIVACY

1. Documents sent and received over the Internet are not generally determined to be secure. Employees should use discretion and should consider the possibility that others may see documents sent and received.
2. Usage of the Internet may be monitored if your supervisor or the Town Manager determines that usage may be inappropriate or not for a legitimate Town purpose.

C. PERMITTED USES

1. The Internet will only be used for legitimate business purposes related to business and services of the Town of Vienna for its citizens.
2. Usage of the Internet will be subject to other Town policies including, but not limited to Disciplinary Actions (2.15), Conduct of Employees (2.29) and Code of Ethics (2.30). Employees are responsible for determining that their usage of the Internet complies with those policies.
3. For personal use only during lunch time, before, and after business hours.

D. PROHIBITED USES

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The following uses of the Internet are strictly prohibited:

1. Use of the Internet to send or receive documents that are obscene or indecent in nature, or that explicitly or implicitly refer to sexual conduct, or are harassing or offensive.
2. Use of the Internet to compromise the integrity of the Town or its businesses or services in any way.
3. Use of the Internet to download public domain or shareware for use on Town hardware without prior written consent from the Town Manager or his designee, and without proper virus scanning procedures prior to downloading such shareware onto Town hardware. This is to prevent Town computer systems from computer virus damage often present in materials sent over the Internet.
4. Use of the Internet to subscribe or sign up for any services that will incur a cost to the Town, unless previously approved by a department director.
5. Use of the Internet to send or receive documents that violate copyright laws.
6. Use of the Internet to send or receive documents that violate any laws of the Town of Vienna, the Commonwealth of Virginia or the United States, or that further any illegal purposes.
7. Use of the Internet for personal business except as provided for in Section C.3 above.

E. VIOLATIONS OF POLICY

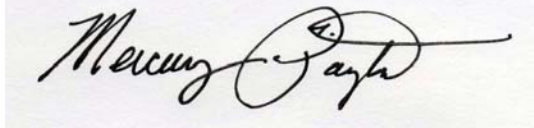
Violations of this policy may result in termination of Internet access and may also result in disciplinary or legal action up to and including termination of employment, and/or criminal or civil penalties.

III. APPLICABLE DOCUMENTS

None

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<i>Signature of Town Manager:</i>	<i>Date:</i>
	June 1, 2012