

**FREMONT TOWNSHIP
TECHNOLOGY RESOURCES POLICY
August 27, 2014**

- A. Performance of job duties can involve the use of Township technology resources. These resources, such as networks, servers, workstations, telephones, databases, services such as the Internet and email, remote access, cell phones, or access to Internet Service Providers or other similar Network Systems and communications devices that may be used for Township business, are the sole property of the Township, and are intended for Township business Use. Users have no expectation of privacy in the use of Township technology resources, including the creation, entry, receipt, storage, or transmission of data. All data generated by, created, entered, received, stored or transmitted via the Township's technology resources is Township property, and the Township may, without prior notice, access, search, monitor, inspect, review, or disclose all such data and use of technology resources. Users specifically consent to the access by and disclosure to the Township of information created, entered, transmitted, or received via the Township's technology resources stored by a third-party electronic communication service or remote computer service, and have no expectation of privacy in such information.

- B. Any unauthorized or inappropriate use of these technology resources, or unauthorized or inappropriate access to information stored on or through such resources, may result in disciplinary action, up to and including termination.

- C. **ELECTRONIC COMMUNICATIONS**
 - 1. It is essential that all users of the email system know and understand the Township's policy regarding the use of email. Consistent with the above guidelines, the Township, in its discretion, as owner of the email system and other messaging system or communication, reserves and may exercise the right to monitor, access, retrieve, and delete any matter stored in, created, received or sent over such systems and networks, for any reason and without the permission of any employee.

 - 2. Even if employees use a password to access the email system or other system or network, the confidentiality of any message stored in, created, received, or sent from the Township technology resources and communication devices still cannot be assured. Use of passwords, or other security measures does not, in any way, diminish the Township's rights to access materials on its system, or create any privacy rights of employees in the messages and files on the system. Any password used by employees must be revealed to the Township, as email files may need to be accessed by the Township in an employee's absence. Employees may not send or forward any communications which masks or

misrepresents their identity as the sender, or which is encrypted, except as authorized by management.

3. Even though the Township has the right to retrieve and read any email and other messages, those messages should still be treated as confidential by other employees, and accessed only by the intended recipient. Employees are not authorized to retrieve or read any email or other messages that are not sent to them.
4. Employees are reminded to be courteous to other users of the system and always to conduct themselves in a professional manner. Emails are sometimes misdirected, or forwarded and may be viewed by persons other than the intended recipient. Users should write email and other electronic messages with no less care, judgment and responsibility than they would use for letters or internal memoranda.
5. To avoid confidential messages from being delivered into the wrong mailbox, users should exercise care when addressing and sending messages. Many people share the same last name, and first initial, and it is easy to address a message to the wrong person if you cannot check the message header to make sure the message is accurately addressed before sending it.
6. Once sent, a message cannot be stopped from being delivered to the addressed recipient(s); neither the user nor the IT Department has the power to stop the delivery of the message after the user has set it into the system.
7. The Township's conduct policies, including the policy against sexual or other harassment, apply fully to the email and other messaging systems, and any violation of those policies is grounds for discipline up to and including discharge. Therefore, no messages should be created, sent or received if they contain intimidating, hostile or offensive material concerning race, color, religion, sex, sexual orientation, age, national origin, disability, or any other classification protected by law.
8. The email system or other messaging systems and communication networks, may not be used to solicit or proselytize others for commercial ventures, religious or political causes, outside organizations, or other non-job related solicitations.
9. Users should routinely delete outdated or otherwise unnecessary emails, messages, and computer files. These deletions will help keep the system running smoothly and effectively, as well as minimize maintenance costs. Employees should be aware, though, that deletion of any email

message or files will not truly eliminate the messages from the system. All email and other messages are stored in a central backup system in the normal course of data management.

10. Employees must exercise caution when opening emails with any external attachments originating from any unknown source, as they may contain viruses. Chain mail and junk mail should not be forwarded, and should be deleted upon discovery as they typically contain viruses or spyware.

D. PERSONAL ELECTRONIC DEVICES

1. Employees must be aware that all personal devices that are connected to the Township's network, or otherwise used for Township business, are subject to the Township's policies, technical standards and protocol. Employees assume all responsibility for the use of personal technology resources for Township business, and the Township is not liable for, and will not reimburse employees for, any loss or damage to personal technology resources used in the course of Township business.
2. Employees who utilize personal computers, digital, electronic storage or communication devices to conduct any Township business must allow the Township access to such devices for purposes of complying with requests for information under the Freedom of Information Act, and as otherwise required to conduct Township business. This access to personal devices includes access to any messages related to Township business to comply with the Freedom of Information Act.
3. Upon separation from employment, employees will be required to allow the Township to recapture any Township data and property from the employee's personal technology resources.
4. Additionally, the Township does not allow nonexempt employees to work "off the clock" without compensation. Nonexempt employees must record all hours of work, including work performed away from the office on their time sheets and receive prior authorization if performing work outside of the employee's assigned work hours. Any employee who fails to accurately record all hours of work on his or her time sheet will be subject to disciplinary action, up to and including possible termination of employment.

E. COMPUTER AND CELL PHONE USAGE

1. Township computers are provided and intended for business purposes. Non-business use of Township computers is prohibited, provided, however, that reasonable, incidental, and occasional use of Township

computers, other than for personal social media purposes, may be permitted if it does not interfere with the performance of any employee's work or burden or compromise the effectiveness of the Township computers. Any personal use of the Township computers is subject to Township policies, including the provisions of this policy which permit monitoring all use of Township technology resources.

2. Use of the Township computers to receive or trade secrets is prohibited. No employee should install any software or download any files without management approval.
3. Employees may not use cellular phones for talking or texting while driving Township vehicles or while engaged in Township business in any vehicle. They must pull over to the side of the road or use a hands-free device, if permitted under applicable law.
4. Any employee found to be in violation of this policy is subject to disciplinary action, including termination. Employees learning of misuse of the Township computers should report it to their supervisor.

F. PASSWORDS

1. Each individual is in control of access to his or her electronic mail. Email users should receive an email password (their network password). Each user should keep his or her password secret from all others. Each user may change his or her password at any time. The ONLY individuals with the power to access and change another's password are the Township's IT System Administrator, Township Supervisor, Assessor, Highway Commissioner, Township Administrator or their designated representative, who will do so ONLY for legitimate operating reasons or at the request of the authorized user involved (e.g. to review and retrieve emails, or in the event a user should forget his or her password and be unable to gain access to his or her own email account).

G. INTERNET POLICY

1. Fremont Township provides access to the Internet for authorized users to support the business purposes of the Township. No use of Internet should conflict with the primary business purposes of the Township or with applicable laws and regulations. As a condition of continued employment, each user is personally responsible to ensure that this policy is followed.
2. The Township may monitor usage of the Internet by employees, including reviewing a list of the sites accessed by an individual. There is no

individual expectation of privacy in terms of his or her usage of the Internet via Township computers. In addition, the Township restricts access to site that it deems are not necessary for business purposes.

3. Employees are prohibited from encrypting files on their computers, or taking any steps that block access to files other than the use of Township passwords or approved encryption programs. Employees must not change their passwords or logon codes without notifying the IT Systems Administrator.
4. Any of the Township's connection to the Internet may not be used for any of the following activities:
 - a. The Internet may not be used to access create, transmit, print or download material that is derogatory, defamatory, obscene or offensive, such as slurs, epithets, or anything that may be construed as harassment or disparagement, based on race, color, national origin, sex, sexual orientation, age, disability, or religious or political beliefs.
 - b. The Internet cannot be used to access, send, receive or solicit sexually oriented messages or images.
 - c. The Internet cannot be used to download or disseminate any copyrighted material that is available on the Internet, since to do so is an infringement of copyright law. Permission to copy the material must be obtained from the publisher. For assistance with copyrighted material, contact the IT Department.
 - d. The Internet cannot be used to download or post any copyrighted material from any source to the Township's network, since to do so is an infringement of copyright law. Permission to copy the material must be obtained from the publisher. For assistance with copyrighted material, contact the IT Department.
 - e. Software should not be downloaded from the Internet without the prior approval of the IT Department since the download could introduce a computer virus onto the Township's network. In addition, copyright laws may cover the software, and the downloading could be an infringement of copyright law.
 - f. Employee should safeguard against using the Internet to transmit personal comments or statements through email or to post information to newsgroups or Usenet that may be mistaken as the position of the Township.

- g. Employees should guard against the disclosure of confidential information through the use of Internet email, newsgroups or Usenet.
 - h. The Internet should not be used to send or participate in chain letters, pyramid schemes, or other illegal schemes.
 - l. The Internet should not be used to solicit or proselytize others for commercial purposes, causes, outside organizations, chain messages or other non-job related purposes.
5. The Internet provides access to many sites that charge a subscription usage fee to access and use the information on that site. All items that are charged to the Township are subject to the same approval process as other business related expenses. Requests for approval should be submitted to the supervisor for pre-approval. If costs are appropriately incurred on behalf of the Township, the user may submit the charges for reimbursement and expense reports, subject to customary review by the Accounting Department.
6. If you have questions regarding any of the policy guidelines listed above, please contact your supervisor or the Township Supervisor's Office.

H. SOCIAL MEDIA POLICY

Township Sponsored Communications

- 1. Designated employees responsible for creating or maintaining Township websites and social media sites (Facebook, Twitter, You Tube, etc.) will be appointed by each department head. The designated employee will seek approval from their department head prior to posting new information or updating current information on any Township site.
- 2. Designated employees will use discretion and follow all previous guidelines when posting information because all information reflects the opinion of the Township.
- 3. All information posted on Township sites is subject to the Freedom of Information Act and the Open Meetings Act. No information shall be added, deleted or modified without prior approval from the department head.

4. No personal opinions or endorsements will be posted on Township sites.
5. Designated employees will not post links on Township sites that direct to personal or commercial web sites. Linking to such sites is viewed as an endorsement from the Township.
6. Designated employees shall not post information pertaining to other departments without prior approval from that department head.

Elected Official Communications

1. Elected Township Officials who create and maintain personal social media sites will not express opinions related to Township business without making a disclaimer stating the opinions expressed are those of the elected official and not the Township.
2. Elected Officials will not post defamatory or derogatory comments on Township social media sites and will refrain from communicating with others who have made defamatory or derogatory comments on Township sites.

Township Committee Communications

1. Township committees will not create or maintain social media sites without prior approval from the Township.
2. Committees will prominently place a notice on their site(s) stating the information presented and opinions expressed are that of the committee and not the Township.
3. Committees will refrain from posting defamatory or derogatory comments on social media sites.
4. Committees will refrain from representing themselves as the Township and will not post or discuss Township business on their sites without prior approval from the Township.
5. Committees will register the name of their site creator and maintenance point of contact with the Township.

6. Upon request committees will provide login user names and passwords for the Township.

Personal Communications

1. Fremont Township recognizes the right of employee to create and use personal blogs, discussion forums and Internet-based social networking sites (such as Facebook, Twitter, YouTube, etc.) during their non-work time. The Township has established the following rules regarding the use of Township information and resources and third-party web pages to minimize conflict between personal activities and workplace responsibilities.
2. Employees are personally responsible for their commentary on all social media sites and can be held personally liable for commentary that is considered defamatory, obscene, proprietary or libelous by any party. Employees are responsible for the purposeful or inadvertent disclosure of any confidential or proprietary Township information, information that violates the privacy rights or other rights of a third party, or the content of anything posted on social media in general.
3. Before using social media, an employee should review the Township's policies, and rules and regulations addressing employee conduct, and understand that actions taken off duty may still have a detrimental impact on an employee's employment and be covered by the Township's policies, rules and regulations. Anything posted on an employee's weblog, social networking site, or other third-party webpage that violates any Township policies, rules and regulations or guidelines contained in this handbook and/or any other Township or Department ordinance, rule, policy or directive, will subject an employee to discipline up to and including termination.
3. Employees are prohibited from using Township technology resources to post information on the employee's weblog, social networking page, or other similar third-party webpage, and employees are also prohibited from conducting such activities during working hours. Any information transmitted over the Township's technology devices and/or during working hours is subject to monitoring and review pursuant to the Township's Electronic Communications Policy.

Fremont Township Facebook Page

The following guidelines will be posted on the Fremont Facebook Page:

USER CONDUCT

Fremont Township reserves the right to delete comments deemed to be offensive, illegal, or that violate the rights of, harm, or threaten the safety of others or that otherwise violate these Terms of Service. The following is a partial list of the kind of User Content that is prohibited:

1. Material which is profane, obscene or pornographic.
2. Material which is abusive, discriminatory or hateful on account of race, national origin, religion, age, gender, disability or sexual orientation.
3. Threats, personal attacks, harassment or advocating the harassment of another person.
4. Campaigning, politicking or electioneering.
5. Solicitations or advertisements.
6. Potentially libelous statements or material.
7. Impersonating any person or entity or falsely misrepresenting your affiliation with any other person or entity.
8. Anonymous comments.
9. Behavior invasive of another person's or entity's privacy.
10. Promoting or providing information that you know to be false or misleading.
11. Promoting or providing instructional information about illegal activities.
12. Infringing any patent, copyright, trademark, service mark, trade secret or other proprietary right of any other party.
13. Comments unrelated to the business of Fremont Township, or the

Discussion or material posted by Fremont Township.