

ORDINANCE NO. 00-11

**AN ORDINANCE TO AMEND ORDINANCE 99-4 ADDING
SUBSECTION 0, ESTABLISHING POLICY AND RULES FOR THE USE
OF THE INTERNET AND E-MAIL ON EQUIPMENT OWNED AND
PROVIDED BY THE CITY OF SPRING HILL**

**BE IT THEREFORE ORDAINED BY THE BOARD OF MAYOR
AND ALDERMEN OF THE CITY OF SPRING HILL, TENNESSEE:**

That Ordinance 99-4, Personnel Rules and Regulations, passed and adopted on May 17, 1999, is hereby amended by adding Subsection 0a, Policy and Rules on use of the Internet and E-Mail to Section VII - Miscellaneous Personnel Policies, and same is attached hereto as Exhibit A, and made a part of this Ordinance.

BE IT FURTHER ENACTED, that this ordinance shall take effect from and after its adoption.

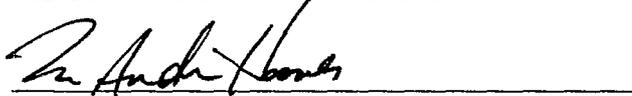
Passed and adopted by the Board of Mayor and Aldermen of the City of Spring Hill, Tennessee on the 17th day April, 2000.


Ray Williams, Mayor

ATTEST:


June Quirk, City Recorder

LEGAL FORM APPROVED:


M. Andrew Hoover, City Attorney

Passed on 1st Reading March 20, 2000

Passed on 2nd Reading April 17, 2000

Exhibit A
Ordinance 00-11
City of Spring Hill Internet and E-Mail Usage Policy

Purpose

This policy is intended to encourage responsible and acceptable use of the Internet services provided by the City of Spring Hill, Tennessee, while continuing to support the needs of citizens and City employees. The policy reflects a realization that efficient utilization of the Internet for communications and research can:

- Enhance partnership, community involvement and the exchange of information and ideas between citizens, businesses and local government.
- Provide information, both internally and to the public, about the activities and services of the city.
- Improve the quality, productivity and general cost-effectiveness of the City's work force.

This policy applies to all regular and contract city employees, volunteers and other affiliates who use city-provided Internet facilities.

Who will receive access

A City Internet account is a resource granted to increase productivity and provide opportunities for professional growth. It must be used with these goals in mind. Improper use could result in the cancellation of a user's City Internet account.

Employees desiring Internet access must first obtain approval from their Department Head and the City Administrator. In general, it is advisable that Department Heads only approve access for employees who would make frequent use of the Internet as a routine part of their jobs.

A condition of authorization is that all City Internet users must read and sign a copy of this policy and return it to the System Administrator. The System Administrator must keep a register of all Internet users. When a City employee with an Internet account leaves City employment, the Department Head must notify the System Administrator immediately.

Responsibilities

Each user of City-provided Internet access is responsible and accountable at all times for the proper use of that account.

All Internet users are expected to know the tools, rules and etiquette of the Internet, and behave accordingly.

Acceptable Use

All persons using City-provided Internet access must abide by the following regulations. These users:

- Are prohibited from using the City's Internet connections for private gain or profit and are prohibited from any and all personal use.
- May not violate the privacy of others and must be sensitive to the fact that Internet news group postings, certain e-mail messages, Web sites and various other communications on the Internet are public.
- Are prohibited from using or viewing obscene, racist or sexist language or pornographic images.
- May not interfere with, or disrupt, any City network or Internet users, services, programs or equipment. Disruptions include, but are not limited to, propagation of computer viruses or other debilitating programs, and using the City network to make unauthorized entry to any other machine accessible via the network or Internet.
- Limit use of time and equipment to necessary functions. E-mail accounts should be used only for E-mail service between City employees and City-related affiliates. Use of E-mail accounts for personal use will result in disciplinary action including termination, if necessary.

Legalities

Employees must use the Internet in accordance with all applicable laws and regulations. This includes compliance with copyright and license laws covering programs, data and written material accessed, obtained or provided to others via the Internet.

Users may not transmit threatening, obscene or harassing materials, nor engage in any form of sexual harassment.

Deliberate attempts to degrade or disrupt system performance will be viewed as criminal activity under applicable state and federal law.

Security and downloading

City employees will not share with others their assigned Internet passwords, access codes or other authentication devices.

Employees are not permitted to download any programs or other material without specific approval of the City Administrator.

Internet E-mail

Electronic mail (both internal and via the Internet) is considered to be a public record and will be subject to public disclosure in accordance with State law.

Web Pages

City departments interested in developing content for the Internet/World Wide Web must coordinate and receive approval from the City Administrator or his designee before information will be made available on the Internet. No City Department may create or contract for its own physical web site.

Information published on the Internet should be written in a clear and concise manner and presented in a graphically appealing format. Useful links that make it easy for an individual to access information also contribute to the success of a Web page. Strategic use of audio, video, forms, databases and interactive segments can enhance the overall presentation and usefulness of material. Since the Internet is not always the most appropriate channel of communication for everyone, the City Administrator or his designee will be available to assist in determining the benefits and resources required to publish information on the Internet. Significant changes to the content of web pages must receive approval from the City Administrator or his designee before the information is published on the Internet. The City Administrator or his designee will review all city-related Internet activity material published on a periodic basis and determine the validity and necessity of any/or all material.

Disclaimers

A wide variety of information exists on the Internet. Some persons may find part of that information to be offensive or otherwise objectionable. Employees should be aware that the City has no control over and, can therefore, not be responsible for the content of information on the Internet, other than what we as an organization place there.

The City's Internet host computers are traceable to the city. Persons using city-provided Internet accounts should not assume they are provided any degree of anonymity. Outside users who want to identify machines associated with the city can easily do so.

Employees also must understand that E-mail messages and other transfers of information via the Internet are currently not secure. Persons desiring to send someone confidential or sensitive communications should not use the Internet.

Enforcement

Reported and perceived violations of this policy will be reviewed by the System Administrator and the City Administrator. Department Heads will be responsible for the enforcement of the City's Internet policy. Department Heads will also take remedial action when their staffs do not adhere to the Internet policy.

The remedial action shall consist of the following progressive steps at the discretion of the Department Head and approved by the City Administrator.

1. Oral reprimand and counseling by the Department Head.
2. Written reprimand, which shall identify the problem and detail corrective actions to be taken and the date that these actions are to be completed.
3. Suspension without pay, for a period not to exceed three (3) days. The reason for the suspension shall be in writing and detail exactly what the violation is and the corrective measures to be taken to end the violation.
4. Termination – If an employee continues to violate this policy after the other remedial actions have been taken, the employee shall be immediately terminated in accordance with Section VI, Paragraph 6, of the current personnel ordinance.

If the Department Head fails to take prompt remedial action and employee violations continue, the Department Head shall be suspended for a period of three (3) days without pay. The second time a Department Head fails to take prompt remedial action shall result in his/her immediate termination in accordance with Section VI, Paragraph 6, of the current personnel ordinance.