Computer Use Policy

Any staff member or individual using computer resources provided by ______________ Borough shall follow these guidelines:

1. Computer resources are defined as all networks, processors, peripherals, software, and supplies under the administration of the Borough.

2. ______ borough’s resources may not be utilized for commercial use, product advertisement or any form of revenue generating activity unrelated to the ______ Borough and its mission unless otherwise granted by special permission from the Borough Manager.

3. Individuals and staff members of __________ Borough may be issued a user account to access one or more of the computing resources. Proper use of a user account is the responsibility of the individual under whose name the account is registered. User accounts cannot be shared. It is the responsibility of the user to protect their password.

4. Use of another’s account for any reason, without the user’s permission, will be viewed as computer fraud. Creation of an unauthorized accounts on any of the computing resources will be viewed as computer fraud.

5. Inappropriate use of ______________ Borough’s resources, the Internet, and other networks to which the Borough is directly or indirectly connected will be deemed as abuse of computer privileges. Examples of inappropriate use include, but is not limited to: participation in network activities that place strain on computer resources; excessive use of a modem connection; the sending of obscene or harassing messages; intentionally damaging, interfering or copying the information of another user; any form of hateful, harassing or other antisocial or discriminatory behavior; attempting to access or store offensive materials; and the unauthorized access or attempted access of another networked computer resources to which the public has access.

6. Unauthorized copy of software to or from any __________ Borough server or computer, whether licenses by the user or not, will be viewed as theft and an abuse of computer privileges.

7. Authorized personnel may monitor usage of ________ Borough computer services at any time. Such monitoring will not be construed as an invasion of privacy as data on our
servers is considered as in our domain. An employee should have no expectation of privacy in any electronic, computer or other communications.

We reserve the right to revoke user privileges of any individual or group of individuals who have abused the __________ Borough resources or have gained unauthorized access. If further actions are deemed appropriate, officials in __________ Borough and of state and federal agencies will be notified. The state and federal statutes and laws will be used in determining appropriate action.