

Town of Benton
Acceptable Use of Information and Information Systems
Policy #15

Town of Benton Policy #15 - Adopted by Town Select Board, September 1, 2022

Policy is only valid if approved by 2/3 of the Select Board, as reflected below with signatures.



Select Person



Select Person

Select Person



Town Clerk/Deputy Clerk/Notary

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POLICY STATEMENT

This policy applies to all officials and employees of the Town of Benton. This policy applies to users who access information technology (IT) resources under the authorization of the Town.

Town IT resources include all electronic equipment, facilities, technologies, and data used for information processing, transfer, storage, display, printing, and communications by the Town. These include, but are not limited to, computer hardware and software, email, networks, telephones, voicemail, facsimile transmissions, audio, video, multifunction printing devices, mobile computer devices, data, multimedia and instructional materials. This definition also includes services that are owned, leased, operated, or provided by, or otherwise connected to Town resources, such as cloud computing or any other connected/hosted service.

It is the responsibility of all users to comply with this policy.

RESPONSIBILITIES

A. Expected Behaviors

All users of Town of Benton information resources are expected to behave responsibly, legally, and ethically in their use of all information resources. To that end, it is the responsibility of users to:

- a. honor all applicable federal and state laws, local ordinances, Town policies, contracts, copyright provisions, software licensing agreements, and/or other requirements or obligations to which the institution is a party;
- b. be aware of and comply with the Town's procedures and regulations for accessing and operating computer and related hardware, software, and other information resources;
- c. protect accounts and passwords by selecting obscure passwords, using passwords unique from personal account passwords, and not sharing such information or the use of accounts with others;
- d. properly logoff or logout whenever leaving a computer in an area which is accessible to others;
- e. respect the privacy and confidentiality rights of others.

B. Unacceptable Behaviors

Uses and Behaviors Consistent with the above, unacceptable uses and behaviors include, but are not limited to:

- a. providing false information to obtain an account;
- b. damaging, disrupting, or exposing IT resources or data to unauthorized access or to harm;
- c. violating, or attempting to violate, computer system security;
- d. violating, or attempting to violate, software license agreements or contracts;
- e. incurring unauthorized or unreasonable costs for the Town;
- f. sharing or transferring authentication details to others, or using another user's authentication credentials such as IDs and passwords, or other access codes or means for circumventing user authentication.

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- g. disrupting or monitoring electronic communications without authorization;
- h. harassing or threatening other computer users or Town staff; including defamation of others, creating a hostile environment as defined by law, engaging in stalking and/or illegal discrimination;
- i. violating the privacy of others;
- j. using, accessing, disclosing, modifying, duplicating, or destroying Town information, resources, accounts, and/or privileges,
- k. using any Town resource for any illegal purpose, or in violation of applicable laws, institutional policies, contracts, or rules;
- l. use by Town employees of Town resources for conducting an outside business or private employment, or other similar activities conducted for private financial gain;
- m. campaigning for public office or soliciting political contributions, or political lobbying, except for specific employees authorized to lobby on behalf of the Town;
- n. wagering or betting;
- o. use of vulgarities, obscenities, sarcasm, or exaggeration in e-mail messages or any other communications originating from the office;
- p. copying or distributing copyright-protected material without legal right or authorization;
- q. engaging in the storage, display, transmission, or intentional or solicited receipt of material on a Town-owned device that is obscene as defined by the U.S. Supreme Court, except as needed to investigate violations of applicable laws, institutional policies, contracts or rules;
- r. any use that interferes with work or job performance, or other Town business.

RIGHT TO MONITOR

The Town reserves the right to monitor, without prior notice, all Town systems, including but not limited to e-mail messages, viewed websites, and documents on Town equipment. Employees are not permitted to download movies, videos, music, games or pornography on town systems. Use of the internet should be limited to Town-related business.

CONSEQUENCES OF INAPPROPRIATE BEHAVIOR

Inappropriate behavior has an adverse effect on the work of others, on the ability of Town staff to provide good service, and/or on information and information resources themselves. Users of information resources at the Town shall be constructively responsive to others' complaints, and receptive to Town staff's reasonable requests for changes in behavior or action.

Failure to adhere to the provisions of this policy may result in the suspension or loss of access to Town resources, disciplinary action, civil action, and/or criminal prosecution. To preserve and protect the integrity of Town resources, there may be circumstances where the Town may immediately suspend or deny access to resources.

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REVISION HISTORY

Date	Authorized By	Section	Change Description
September 1, 2022	Select Board		Original Adoption Date