Town of Amenia

Internet and Acceptable Use Policy

INTRODUCTION

Town of Amenia **Acceptable Use Policy** specifies policy for the use of information resources and information technology systems. Enforcement of this acceptable use policy is consistent with the policies and procedures of the Town of Amenia.

Being informed is a shared responsibility for all users of the Town of Amenia information systems. Being informed means, for example:

- Knowing these acceptable use policies and other related rules and policies,
- Knowing how to protect your data and data that you are responsible for,
- Knowing how to use shared resources without damaging them,
- Knowing how to keep current with software updates,
- Knowing how to report a virus warning, a hoax, or other suspicious activity, and
- Participating in training.

POLICY

Compliance with this policy is mandatory for all officers, employees and contractors of the Town of Amenia. This policy applies to all Town of Amenia information, computer systems and data that is used for official Town of Amenia business regardless of its location.

1. Authorized Use

Users must not use other users' passwords, user ids, or accounts, or attempt to capture or guess other users' passwords. Users are also restricted from using business equipment for personal use, without authorization from the Town of Amenia. Users must not hide their identity for malicious purposes or assume the identity of another user.

2. Privacy

User files may be subject to access by authorized employees and officers of Town of Amenia during the course of official business. Accordingly, users should have no expectation of privacy and their activity may be monitored.

3. Restricted Access

Users must not attempt to access restricted files or portions of operating systems, security systems, or administrative systems to which they have not been given authorization. Accordingly, users must not access without authorization: electronic mail, data, or programs, or information protected under state and federal laws. Users must not release another person's **restricted information**.

4. Proper Use of Resources

Users should recognize that computing resources are limited and user activities may have an impact on the entire network. They must not:

- misuse email — spread email widely (chain letter) and without good purpose ("spamming") or flood an individual, group, or system with numerous or large email messages ("bombing"), or

- use streaming audio, video or real time applications such as: stock ticker, weather monitoring or Internet radio.

5. Protecting Information and Shared Resources

Users must:

- Follow established procedures for protecting files, including managing passwords, using encryption technology, and storing back-up copies of files.

- Protect the physical and electronic integrity of equipment, networks, software, and accounts on any equipment that is used for Town of Amenia business in any location.

- Not visit non-business related websites.

- Not open email from unknown senders or email that seems suspicious.

- Not knowingly introducing worms or viruses or other malicious code into the system nor disable protective measures (i.e., antivirus, spyware firewalls).

- Not install unauthorized software.

- Not send restricted or confidential data over the Internet or off your locally managed network unless appropriately encrypted.

- Not connect unauthorized equipment or media, which includes but is not limited to: laptops, thumb drives, removable drives, wireless access points, PDAs, and MP3 players.

6. Civility

Users must not harass other users using computer resources, or make repeated unwelcome contacts with other users. Users must not display material that is inappropriate in an office environment consistent with Town of Amenia policies.

7. Applicable Laws

Users must obey local, state, and federal laws including laws on copyright and other intellectual property laws.

Definitions

Encryption –The cryptographic transformation of data to render it unintelligible through an algorithmic process using a cryptographic key.

Restricted Information – Pertains to information which is not public information, but can be disclosed to or used by organization representatives to carry out their duties, so long as there is no legal bar to disclosure.

RESOLUTION No. 34 of 2013

Resolution Adopting the Town Acceptable Use Policy

At a meeting of the Town Board of the Town of Amenia ("Town Board"), held at the Town of Amenia Town Hall on the 29th day of May, 2013, at 7:00 p.m., S/ Flood, seconded by Councilwoman/Councilman C/ Doyle, moved the following Resolution, to wit:

WHEREAS, the Town Board has determined that it is necessary, and in the best interest of the Town, to adopt an Acceptable Use Policy which sets forth the acceptable uses of information resources and information technology systems by all officials and employees of the Town; and

WHEREAS, the Town Board has prepared such a policy which is attached hereto; and

WHEREAS, the Town Board has determined that adopting such an Acceptable Use Policy is a Type II Action under the New York State Environmental Quality Review Act ("SEQRA") and is therefore exempt from environmental review; and

NOW THEREFORE, BE IT RESOLVED, that the Town Board hereby adopts the attached Acceptable Use Policy as the Acceptable Use Policy of the Town of Amenia; and

BE IT FURTHER RESOLVED, that the attached Acceptable Use Policy shall be distributed, with signed acknowledgment, to all Town officials and employees.

The foregoing resolution was voted upon with all councilwomen/councilmen voting as follows:

Supervisor Flood (Yes) No

Councilwoman Hitselberger (Yes) No

832049.1

Councilwoman Doyle	Yes No	
Councilwoman Perotti	Yes No	
Councilwoman Reimer	Yes No	

Dated: Amenia, New York
May 29th, 2013

Dawn Marie Klingner, Town Clerk

TOWN OF AMENIA
ACCEPTABLE USAGE POLICY
For Computer Use

Hello,

As you may know, the Town Board recently adopted an Acceptable Usage Policy for computer use in order to become compliant with state information technology regulations. As an affiliate of the town, you are required to have a copy of the policy and sign a document in this office acknowledging that you have received the policy.

Please mail in this page or stop by my office M-Th, 9am-2pm, and return this signed acknowledgment.

Thank you for your prompt attention to this matter,

Sincerely,

Dawn Marie Klingner
Town Clerk
Town of Amenia

I hereby acknowledge that I have received a copy of the Town of Amenia Acceptable Usage Policy. I further acknowledge that I have read, or will read, the contents of the Policy and will contact my Department Head or the Town Supervisor if I have any questions.

I agree to abide by the rules and standards detailed in the Acceptable Use Policy.

_____	Dawn Marie Klingner
Employee name (please print)	Town Clerk
_____	_____
Employee Signature	Town Clerk Signature
_____	_____
Date of Signature	Date of Signature

Filed in Town Clerk's Office
CC: Employee's personnel file