WEST NORRITON TOWNSHIP POLICE DEPARTMENT

Subject: E-MAIL, INTERNET AND OTHER ELECTRONIC COMMUNICATIONS POLICY	Policy # 5.1.16
Accreditation N/A	
Effective Date: January 1, 2008	Revised Date:
By Authority Of: Chief A. Dale Mabry	Signature:

5.1.16 E-MAIL, INTERNET AND OTHER ELECTRONIC COMMUNICATIONS POLICY

A. PURPOSE

It is the purpose and intent of West Norriton Township to provide guidelines addressing acceptable use of Township computers for those employees authorized to access the internet, and/or e-mail, and any and all other electronic communications.

B. POLICY

It is the policy of West Norriton Township that employees using township computers be held responsible for the appropriate use of such computers following acceptable standards as set forth in this policy.

C. E-MAIL SYSTEMS

1. The e-mail system is provided at the expense of West Norriton Township to assist in carrying out the business of the municipality. The e-mail system permits authorized users to communicate with each other internally and with selected outside individuals, business, and other service providers that West Norriton Township, at its sole discretion, decides should be connected to the system.

2. West Norriton Township considers the e-mail system to be for business use only. While it is possible that employees may decide to send personal messages, West Norriton Township assumes no responsibility for their content or for maintaining their privacy, and municipal employees have no expectation that such privacy will be maintained. In order to ensure that the system functions properly and that West Norriton Township and/or its employees are not liable for improper use of the Internet and other connection, West Norriton Township considers all messages sent, received or stored as business messages, and thus, property of West Norriton Township. Conducting business unrelated to West Norriton Township, other than incidental personal traffic, is expressly prohibited.

3. Because of our intent to operate within the law, West Norriton Township reserves the right to access, review, copy, or delete all e-mail messages for any purpose and to disclose them to any party (inside or outside West Norriton Township) as it deems

appropriate. This includes the right to install software that monitors e-mail and Internet usage. West Norriton Township, however, bears no responsibility for the content of the messages sent or received by its employees. West Norriton does not and will not preview, edit or approve material on a routine basis in the e-mail system. All messages sent on the e-mail system are attributable solely to the individual users of the e-mail system, and West Norriton Township is not a party to them. West Norriton Township shall not be liable for, assume any responsibility for, or bear any costs arising out of e-mail communications flowing in or out of West Norriton Township's computer system.

4. Should employees make incidental use of the e-mail system (including Internet e-mail) for the purpose of transmitting or receiving personal messages, such messages will be treated no differently than other messages. Accordingly, authorized users should not use the e-mail system to send, receive, or store any messages that they wish to keep private. (Incidental use of the e-mail system is defined as occasional, casual, minor, or insignificant use that does not impact upon an employee's duties or impede business-use operations).

5. No e-mail messages or information should be created, sent or forwarded which may reasonably be deemed to be intimidating, hostile or offensive in nature, or which is discriminatory on the basis of race, color, religion, sex, national origin, sexual orientation, disability or any other basis that is unlawful under applicable state and federal law. Nor should any obscene, profane, abusive, or offensive language be transmitted. Any violation of this policy is grounds for disciplinary action up to and including discharge.

6. No e-mail or other electronic communications may be sent which hides the identity of the sender or represents the sender as someone else. All messages communicated on West Norriton Township's e-mail system should contain the sending employee's name. West Norriton Township bears no responsibility for any consequences resulting from any employee who uses the e-mail system for any fraudulent, or other illicit purpose, or contrary to the provisions of this policy.

7. Any employee who becomes aware of misuse of West Norriton Township's e-mail system must contact the Township Manager immediately.

D. PRIVILEGED COMMUNICATIONS

1. Some of the messages sent, received, or stored in the e-mail system may be privileged communications between West Norriton Township and its attorneys, or other entities. Upon receipt of any such message, do not forward it or its contents to others inside West Norriton Township without the authorization of all parties. Never forward such messages or contents to any outsiders. To the extent practicable, all efforts should be made to send such privileged communications in an encrypted form. Moreover, as West Norriton Township has not established an encryption standard for use, all encryption software, prior to sending any message, should be approved by the Township Manager.

E. VIEWING and PROTECTING E-MAIL MESSAGES

1. In order to guard further against dissemination and disclosure of proprietary information, employees should exercise caution when accessing their messages in the presence of others. E-mail windows should not be left open on the screen when the computer is unattended. Users shall not allow any other person to use their name and password to gain access to the e-mail system. Passwords are required and should be changed every ninety (90) days. West Norriton Township reserves the right to impose guidelines requiring mandatory password changes and encryption measures to provide additional measures of security.

F. STORING and DELETING E-MAIL MESSAGES

1. West Norriton Township strongly discourages the storage of large numbers of e-mail messages. Retention of messages consumes space on the network server and/or individual hard disks and can reduce their performance. Accordingly, employees should promptly delete any e-mail messages they send or receive that no longer require action or are not necessary to an ongoing project. Employees should audit stored e-mail messages regularly and should delete any messages that are no longer needed. West Norriton Township reserves the right to establish database management guidelines on memory storage size limits for users and to establish guidelines which provide for the automatic purge of previously "read" messages.

G. COPYRIGHTED INFORMATION

1. Use of the e-mail system to copy and/or transmit any documents, software or other information protected by the copyright laws, without proper authorization by the copyright owner, is prohibited. Copyright protection applies to any document, photo, software, or information unless it is specifically marked as public, not copyrighted, or freeware. In the absence of any specific copyright markings, material or information should be considered copyright protected. West Norriton Township assumes no responsibility for reviewing, ascertaining or policing copyrighted material that may be transmitted to or from the e-mail system by employees.

H. E-MAIL ETIQUETTE

1. Please bear in mind that your e-mail messages may be read by someone other than the addressee, and may even have to be disclosed to outside parties including courts in connection with litigation. Accordingly, please take care to ensure that your messages are courteous, professional, businesslike, and tasteful.

I. VOICE MAIL, FACSIMILE & EDI SYSTEMS

1. To the extent applicable, all above policy provisions related to e-mail systems shall apply to any voice mail, facsimile, or EDI (Electronic Data Interchange) system owned by West Norriton. Restrictions on access is established (i.e., it is permissible for someone to leave a message in your voice mailbox, but other

persons should not be given password access to your voice mailbox). EDI is defined as any electronic exchange of data, including modem-to-modem transfers.

J. MUNICIPALITY INTERNET GUIDELINES

1. As with e-mail, West Norriton Township provides Internet access solely to facilitate the conduct of West Norriton Township's business as a public service provider. Access to the Internet may be limited at West Norriton Township's discretion. This includes the use of filtering software to bar access to certain addresses. Employees are expected to use the Internet at all times in the manner that benefits West Norriton Township. The downloading and installation of software programs onto a West Norriton Township computer or onto a West Norriton Township network server without prior approval from the Township Manager is prohibited. West Norriton Township accordingly will not allow its employees to (1) support the recreational use of the Internet, (2) provide access to news groups or other Internet sources that are not clearly work-related, or (3) provide assistance to users attempting to do (1) and (2) on their own. In addition, setting up Internet services such as World Wide Web (WWW), Home Pages, File Transfer Protocol (FTP), GOPHER, SMTP gateways, etc. on any computer connected to a West Norriton Township network requires prior approval.

2. The following activities on the Internet are specifically prohibited and may result in disciplinary action, up to and including discharge.

   a. Using the Internet for personal gain or for commercial activity unrelated to West Norriton Township.
   b. Sending privileged information or West Norriton Township restricted information.
   c. Sending material that is threatening, intimidating, hostile, offensive, or discriminatory on the basis of race, color, religion, sex, national origin, sexual orientation, disability, or any other basis prohibited by applicable law. In addition, the receipt of such material and/or showing such materials to co-workers is strictly prohibited.
   d. Copying or otherwise converting protected electronic information.
   e. Violating copyright or trademark laws.
   f. Making any unauthorized attempt to break into another organization's computer system.
   g. Using the Internet for any activities not specified here that are in violation of federal, state, or local laws.
   h. Downloading another service provider, i.e., AOL, MSN, etc. to any Township computer to include any free e-mail service.
   i. Accessing home internet or e-mail accounts through the Township computer network.