



TOWN OF SAUGUS
HUMAN RESOURCES
298 CENTRAL STREET
SAUGUS, MASSACHUSETTS 01906
Telephone: (781) 231-4126 · Fax: (781) 231-5666

INTERNET AND E-MAIL POLICY

World Wide Web Access

The Town of Saugus provides access to the World Wide Web for employees to assist them in carrying out their duties for the Town. All users that have access shall adhere to the conditions set forth herein. Internet access via the World Wide Web will be monitored and users have an obligation to the Town of Saugus to use their access in a responsible and informed way, conforming to network etiquette, customs and courtesies.

The following regulations may be updated from time to time and amended at the discretion of the MIS Director.

The following are strictly prohibited:

- Any illegal activity, including, but not limited to the transmission of copyright or trade secret material, the transmission of obscene or threatening material or the participation in any type of criminal activity.
- The transmission of materials used for commercial promotion endorsement or political lobbying.
- Attempts to violate the computer security systems implemented by the Town of Saugus.
- Software Piracy or the downloading and transferring of illegally obtained commercial software programs.
- Downloading without express permission from the MIS Director Software from “Shareware”, “Freeware” or “Demoware” websites.
- Using Casino or Gambling websites.
- Any X-Rated websites.
- “Napster” or any other gnutella networks software that is used to trade files from the local machine.

E-Mail Policy

E-Mail and all other online services provided to the town employees are the property of the Town of Saugus and should be used for the business purpose relative to the Town or department. Personal misuse of the system may result in serious disciplinary action by the Town of Saugus up to and including dismissal.

Examples of misuse include, but are not limited to:

- Disruptive or offensive messaging containing sexual implications, racial or gender specific slurs.
- Comments that offensively address someone’s age, sexual orientation, religious beliefs, national origin or disability.

All users should forward any E-Mail that has any questionable content to the MIS Director. This may include threats, profanity or notices that ask for passwords or other personal information.

E-Mail messages are considered “Public Records” and are therefore legally discoverable and subject to record retention policies (M.G.L. Ch. 66). Employees should not expect that E-Mail messages, even though those marked “personal” are private and confidential. Employees shall not send E-Mail or access the Internet under another name without authorization. No employee shall change any portion of a previously sent E-Mail message without authorization.

Use of the Town of Saugus’ system constitutes consent to monitoring of E-Mail transmissions and other online services and is conditioned upon strict adherence to this policy. The appointing authority may periodically monitor E-Mail messages. Reasons for doing so may include, but are not limited to:

- System checks;
- Review of employee productivity;
- Investigations into claims of criminal activity;
- Investigations into claims of misuse of the Town’s Internet or online services;
- Monitoring of E-Mail for personal usage

All users are expected to undertake precautions to prevent infection of the Town’s computers by computer viruses. In particular, executable programs, binary or other such files imported from disks or other computers to Town’s computers must not be used unless approved by the MIS Director. The MIS Director may, from time to time, impose additional restrictions or regulations on importing of remote files and such restrictions and regulations shall be considered part of this policy.

It is important to **NEVER GIVE OUT ANY PASSWORD**. Never E-Mail your password to another account. There is no reason to give it to anyone for any reason while on the World Wide Web. At no time should users ever share wireless keys, vpn passwords used to access the Town’s wireless networks. These are considered serious breaches and will call for immediate shutdown of your system access and possible disciplinary actions.

E-Mail and Internet access are work tools. The appointing authority and/or department head shall deem who appropriately can utilize tools such as E-Mail/Internet to better perform their duties.