

1400 Technology Policy

1400.1

The City maintains computers, peripheral equipment, software, Internet access and electronic mail systems to assist in conducting City business. The hardware, software, Internet access and e-mail services are City property. No employee should have any expectation of privacy as to computer files, Internet and e-mail messages. All employees must abide by policies and procedures promulgated for the operation of these systems.

1400.2

Copying of City licensed software for use on other computer systems is a violation of the license agreement, subject to civil and criminal penalties and strictly prohibited.

1400.3

Employees may not intentionally intercept, eavesdrop, record, read, alter or receive other person's e-mail messages without proper authorization. However, the City, through authorization of the City Manager, reserves the right to review the contents of employee's computer drives, including e-mail communications, as deemed necessary.

1400.4

City-owned computers are not to be used to:

- Display, archive, store, distribute, edit or record any kind of sexually explicit or inappropriate image or document regardless of file type or format;
- Obligate the City to any cost or charge without prior authorization of the Department Head;
- Store or send any offensive or disruptive messages, such as messages containing sexual implications, racial slurs, gender-specific comments, or any other comment that offensively addresses someone's age, sexual orientation, religion, national origin or disability;
- Send or receive copyrighted materials, trade secrets, proprietary financial information, or similar materials without prior authorization;
- Send harassing or threatening messages;
- Obtain personal profit or engage in political activity on behalf of any candidate or cause;
- Engage in any activity which would bring discredit upon the City of Amarillo.

1400.5

This policy applies to all employees, contractors, part-time employees and volunteers who may have access to City-owned computers, e-mail or Internet. Third parties shall only be provided access to these systems as necessary for their business purpose with the City. Employees, contractors and third party users who violate this policy may be removed from the system and/or have their contract revoked. In addition, other legal remedies may be pursued.

1400.6

The misuse of City-owned computers, peripherals, e-mail or Internet privileges may be grounds for discipline, including termination, and may be referred for criminal prosecution.

1400.7

Correspondence on City-owned equipment may be subject to the Texas Public Information Act (open records). Public records are also covered under the Local Government Records Act, which establishes retention periods for public documents. Routine e-mail messages or routine correspondence must be retained as long as they are administratively valuable. All non-routine correspondence must be retained for longer periods.