INTERNET/ELECTRONIC MAIL

1. Purpose

The purpose of the internet/electronic mail (e-mail) system is to assist the City of Port Huron's day-to-day conduct of business activities. This document sets forth the policies regarding the use of the internet and e-mail system. The City of Port Huron reserves the right to change these policies at any time.

2. Ownership

The internet/e-mail system is the property of the City of Port Huron. All data and other electronic messages whether composed or received within this system are the property of the City of Port Huron. Internet/e-mail messages either composed or received in this system may be considered City Records, depending on their content, and therefore may be subject to Freedom of Information Act requests and other legal disclosure.

3. Monitoring/Privacy

The City of Port Huron reserves the right to monitor all internet sites accessed and e-mail messages either composed or received in the e-mail system. It is possible that e-mail sent from the City of Port Huron's system can be intercepted on the system and on the internet, therefore the user should not expect any degree of privacy regarding internet use or e-mail messages. Internet sites and e-mail messages deleted by the user may be retrievable from the hard drive, backup tapes or the receiving or sending e-mail system.

4. Users

Only the City of Port Huron employees who have an internet/e-mail account and password are permitted to use the internet/e-mail system. Internet/e-mail accounts will only be established once the employee has read the City of Port Huron's Internet/Electronic Mail Policy and has signed the City of Port Huron's Internet/E-mail Policy Acknowledgment Form (see Appendix "A"). Upon termination of employment, that user's internet/e-mail account and privileges will be revoked.

5. Prohibited Uses

Certain uses of the City of Port Huron's internet/e-mail system are not allowed. Prohibited uses include, but are not limited to:

A. Using the internet/e-mail for any personal use.
B. Browsing sites, chat rooms, or publishing's unrelated to work is prohibited.
C. Using the internet to purchase or sell goods or services is prohibited.
D. Using the internet to display or submit illegal or inappropriate material is prohibited.

E. Using internet/e-mail for any purpose which violates state and federal laws.
F. Using internet/e-mail in a way that violates copyright laws or license agreements.
G. Using internet/e-mail to circumvent the Open Meetings Act.
H. Sending or receiving confidential communications related to litigations, negotiations or investigations.
I. Misrepresenting one's identity to compose or intercept messages.
J. Revealing your internet/e-mail access code or password to another employee.
K. Using internet/e-mail for commercial purposes other than the business of the City of Port Huron.
L. Using internet/e-mail for purposes of lobbying.
M. Creating offensive or malicious messages. These would include, but not be limited to messages which contain profanity, sexually explicit content, race, national origin or gender-specific comments, threats or harassment.
N. Using internet/e-mail for religious or political purposes.
O. Using the internet/e-mail system for gambling, betting pools or investment clubs.
P. Chain letters.
Q. Engaging in any internet/e-mail activity that would create liability for the City of Port Huron.

6. Retention

E-mail records are to be dealt with in the same way as their equivalent hard-copy records and are subject to the state-approved retention schedules. Print the official e-mail record (with all transmission, receipt information, and attachments) and store the hard copy in the relevant subject matter file as you would any other hard-copy communication. Once in hard-copy form, e-mail records may be deleted.

7. Disclosure

The City of Port Huron reserves the right to use any e-mail found in its system for its business activities and to disclose e-mail contents to appropriate personnel.

8. Violation of Policy

All employees are notified that any violations of the Internet/Electronic Mail Policy of the City of Port Huron may subject the employee to disciplinary action, up to and including discharge from employment.

9. File Downloads/E-Mail Attachment

All file downloads (including e-mail attachments) from world wide web, ftp and telnet sites must be pre-approved and virus scanned.

Appendix "A"

Internet/Electronic Mail Policy
Acknowledgment Form

The electronic communication system is to be used by employees conducting the City's business. Employees are not to access a file or retrieve any stored communication other than as authorized in the performance of the employee's duties. The City discloses that it reserves and may, from time to time, exercise its right to review, audit, intercept, access and/or disclose all matters contained in the City's system at any time, with or without notice to an employee. Access by the employer may occur at any time during or after work hours. An employee's use of a password or code will not restrict the right to access electronic communications by the City of Port Huron.

All employees are notified that any communication or information placed in the City's system is not private and is subject to interception and/or receipt by any other employee of the City or the City's administration. All employees are also notified that any violations of the Internet/Electronic Mail Policy of the City may subject the employee to disciplinary action, up to and including discharge from employment.

The City of Port Huron reserves the right to change or amend its Internet/Electronic Mail Policy at any time with or without notice.

The following employee, by his/her signature, indicates that the Internet/Electronic Mail Policy was read and understood. The employee agrees to the terms of this Acknowledgment Form and agrees to follow the City of Port Huron Internet/Electronic Mail Policy. It is understood and agreed that by signing this form the employee waives any right to privacy relating to use of the internet or electronic mail. This notice is acknowledged by the employee.

Dated: _____ Employee Signature: _____