

CITY OF LAS VEGAS
INFORMATION SYSTEMS AND INTERNET USAGE POLICY

INTRODUCTION

The City of Las Vegas provides employees with access to city information systems and the Internet in order to improve the quality and timeliness of work-related information. The Intent of this policy is to guide proper usage of City of Las Vegas information systems and the Internet.

DEFINITION

ACCESS – The ability to read, change or enter data using an information system.

EMPLOYEE - Any individual holding a position by the City of Las Vegas, Volunteers, or any other persons providing services or utilizing City of Las Vegas computer information system resources.

EQUIPMENT – Computers, monitors, keyboards, mice, routers, switches, hubs, software and any other information technology resource.

INFORMATION SYSTEM & INFORMATION TECHNOLOGY – Computer hardware, software, databases, electronic message system, communication equipment, computer network and all information used by the City of Las Vegas to support its operation that is generated by, transmitted within, or stored on any electronic media.

SEXUALLY EXPLICIT MATERIALS – Images, documents or sounds of sexual nature, containing nudity or depictions of sexual acts.

MANAGEMENT AND ADMINISTRATION

The City of Las Vegas maintains software that can monitor and record all Internet usage and retains the right to record each World Wide Web site visit, chat, newsgroup, e-mail message or file transfer at any time. No employee should have any expectation of privacy as to his or her Internet usage. The Management Information Systems Department may review Internet activity and analyze usage patterns to ensure Internet access is used exclusively for City of Las Vegas business.

POLICIES

POLICY 1: EMPLOYEE DECLARATION

All employees utilizing City of Las Vegas Internet access will be required to read and sign the attached statement governing user rights and responsibilities (to be provided and kept on file in the office of the Human Resource Director and a copy to the Management Information Systems Division).

POLICY 2: INTERNET ACCESS IS A BUSINESS TOOL

Employees are expected to use the internet solely for official City of Las Vegas business i.e., to communicate with the citizens of Las Vegas, State agencies, customers and suppliers, to research relevant topics and obtain pertinent information useful to city business.

City of Las Vegas employees must conduct themselves honestly and appropriately when using City provided Internet services, and respect any and all copyrights, software licensing rules, property rights, privacy and prerogatives of others.

All City of Las Vegas policies apply to employee conduct on the Internet, particularly those that relate to intellectual property protection, privacy, misuse of City equipment, sexual harassment, sexually hostile work environment, data security and confidentiality.

POLICE 3: MAINTENANACE OF THE CITY'S IMAGE POSTURE

Internet chats, newsgroups and e-mail give city employees considerable reach to propagate information to describe city programs, services and policies. Anything an employee communicates on the Internet can be interpreted as representing the City of Las Vegas.

All employees using Internet facilities provided by the City of Las Vegas shall identify himself or herself honestly, accurately and completely (including City affiliation and function where requested) when participating in chats or newsgroups, or when setting up accounts to use outside computer systems.

Only those employees who are authorized by the City Manager to speak to the media, to analysts or in public gatherings on behalf of the City of Las Vegas may speak/write in the name of the City of Las Vegas to any newsgroup or chat room. Other employees may participate in newsgroups or chats when relevant to their duties, but they do so as individuals speaking only on behalf of themselves.

When a participant is identified as a representative of the City of Las Vegas, an employee must comply with laws governing political speech.

The City of Las Vegas retains the right to any material posted to any forum, newsgroup, chat or World Wide Web page by any employee in the course of his or her duties.

Employees are reminded that chats and newsgroups are public forums where it is inappropriate to reveal confidential information, client data, or any other information covered by existing City confidentiality policies, procedures or contract terms.

Employees releasing confidential information via a newsgroup or chat will be subject to sanctions associated with existing City of Las Vegas policies and procedures.

POLICY 4: INTERNET SECURITY

Access to the Internet can enable unauthorized external access to City data and networks if employees do not apply appropriate security discipline.

Computers with confidential data or mission critical applications may be prevented from connecting to the Internet in accordance with program and security requirements.

The City of Las Vegas shall hold users accountable for any breaches of security or confidentiality.

The City of Las Vegas reserves the right to inspect any files stored on any City-owned computer system.

POLICY 5: SEXUALLY EXPLICIT MATERIALS

The intentional display of sexually explicit material or reproduction of sexually explicit sounds on any City of Las Vegas Information system is prohibited.

Sexually explicit material may not be displayed, accessed, stored, distributed, edited or recorded using City of Las Vegas network or computing equipment.

In departments or offices where display or use of sexually explicit material falls within legitimate job responsibilities, a direct department supervisor may exempt affected employees from this policy. This exemption must be provided in written form.

POLICY 6: USE OF THE INTERNET FOR ILLEGAL PURPOSES

City of Las Vegas Internet facilities and computer equipment must not be used to intentionally violate the laws and regulations of the United States, any other nation, or the laws or regulations of any state or local jurisdiction in any material way.

Use of any City of Las Vegas computer equipment for illegal activity is grounds for immediate dismissal.

Use of City Internet access to commit infractions such as misuse of city assets or equipment, sexual harassment, unauthorized public speaking, misappropriation or theft of intellectual property are also prohibited by relevant statute or policies.

Employees with Internet access must understand copyright, trademark, libel, slander and public speech control laws of all countries in which the City of Las Vegas maintains a program presence to ensure that Internet use does not violate any laws which might be enforceable against the City of Las Vegas.

The City of Las Vegas will cooperate with any legitimate law enforcement activity.

POLICY 7: OWNERSHIP OF DOWNLOADED MATERIAL

Any software or files downloaded via the Internet onto city computers becomes the property of the City of Las Vegas (see procedure for secure usage).

Software may only be downloaded from the internet after obtaining approval from the City of Las Vegas MIS Division, or equivalent.

Any downloaded files or software may be used only in ways that are consistent with the licenses or copyrights.

No employee may use City of Las Vegas equipment to download or distribute pirated software or data.

POLICY 8: IMPROPER USAGE OF THE INTERNET

No employee may use city internet access to deliberately propagate any virus, worm, Trojan horse, or trap-door program.

No employee may use city internet access to intentionally disable or overload any computer system or network, or to circumvent any system intended to protect the privacy or security of data.

Access to personal Internet Service Provider accounts, such as America Online, Zia-Link, Cybermesa is prohibited over city networks.

POLICY 9: OFF-HOURS BROWSING

If permission is acquired from the MIS Division, employees may use Internet access for non-business research or browsing during mealtime or other breaks, or outside of working hours, provided that all other Internet usage policies are adhered to.

POLICY 10: ABUSE OF CITY LICENSES

Employees with Internet access are prohibited from uploading any software licensed to the City or data owned or licensed by the City without explicit authorization from the MIS Division for the software or data.

POLICY 11: PRIVACY

Employees should have no expectation of privacy as to his or her Internet usage.

An employee's rights while accessing the Internet by use of City of Las Vegas systems does not include the right to privacy. The City of Las Vegas reserves the express right to monitor, in any way, the activities of the employee while accessing the Internet.

Sharing of user ID's or passwords between employees or outside the City of Las Vegas is prohibited.

Violation of City policy regarding Internet use may result in disciplinary action up to and including dismissal.

POLICY 12: SECURE USAGE

Any employee who attempts to disable, defeat or circumvent any City security mechanism (firewall, proxy, Internet address screening program or other security system) will be subject to immediate dismissal.

Computers that use their own modems can be used by an attacker to compromise any network to which these computers are connected. Any City computer used for external dial-up or leased-line modem connections to any outside computer or network must be physically isolated from the City's network.

Any computer used as a File Transfer Protocol (FTP) server must be isolated from all servers that contain mission critical applications or confidential data.