


VILLAGE OF CAMBRIDGE
Standardized Policy & Procedure

<i>Internet Use Policy</i>			
Department	Village	Type	Administrative
Number	2008-002	Date Effective	September 15, 2008
Revises (#)	Original Release	Date Issued	September 15, 2008
Authority	 Dede Nash, Mayor	Date of Last Review	Original
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Purpose:

The Village of Cambridge Acceptable Use Policy specifies policy for the use of information resources and information technology systems. Enforcement of this acceptable use policy is consistent with the policies and procedures of this organization. Being informed is a shared responsibility for all users of The Village of Cambridge information systems.

Being informed means, for example:

- Knowing these acceptable use policies and other related rules and policies,
- Knowing how to protect your data and data that you are responsible for,
- Knowing how to use shared resources without damaging them,
- Knowing how to keep current with software updates,
- Knowing how to report a virus warning, a hoax, or other suspicious activity, and
- Participating in training.

Policy:

Compliance with this policy is mandatory for all officials, employees and contractors of this organization. This policy applies to all The Village of Cambridge information, computer systems and data that is used for official The Village of Cambridge business regardless of its location. The policy applies to all departments and commissions of the Village of Cambridge.

1. Authorized Use

Users must not use other users' passwords, user-ids, email or other accounts, or attempt to capture or guess other users' passwords. Users are also restricted from using business equipment for personal use. Users must not hide their identity for malicious purposes or assume the identity of another user.

2. Privacy

User files may be subject to access by authorized employees of The Village of Cambridge during the course of official business. Accordingly, users should have no expectation of privacy and their activity may be monitored.

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3. Restricted Access

Users must not attempt to access restricted files or portions of operating systems, security systems, or administrative systems to which they have not been given authorization. Accordingly, users must not access without authorization: electronic mail, data, or programs, or information protected under state and federal laws. Users must not release another person's restricted information.

4. Proper Use of Resources

Users should recognize that computing resources are limited and user activities may have an impact on the entire network.

They must not:

- misuse email
- spread email widely (chain letter) and without good purpose ("spamming") or flood an individual, group, or system with numerous or large email messages ("bombing"), or
- use streaming audio, video or real time applications such as: stock ticker, weather monitoring or Internet radio unless directly related to their municipal function (e.g. weather alerts for public safety, etc.)

5. Protecting Information and Shared Resources

Users must:

- Follow established procedures for protecting files, including managing passwords, using encryption technology, and storing back-up copies of files.
- Protect the physical and electronic integrity of equipment, networks, software, and accounts on any equipment that is used for The Village of Cambridge business in any location.
- Not visit non-business related websites
- Not open email from unknown senders or email that seems suspicious.
- Not knowingly introduce worms or viruses or other malicious code into the system nor disable protective measures ie: antivirus, spyware firewalls.
- Not install unauthorized software.
- Not send restricted or confidential data over the Internet or off your locally managed network unless appropriately encrypted or otherwise required by law.
- Not connect unauthorized equipment or media, which includes but is not limited to: laptops, thumb drives, removable drives, wireless access points, pda's, and mp3 players. Authorization for such devices shall be on a case by case basis by the Department head.

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6. Civility

Users must not harass other users using computer resources, or make repeated unwelcome contacts with other users. Users must not display material that is inappropriate in an office environment for example, consistent with The Village of Cambridge policies.

7. Applicable Laws

Users must obey local, state, and federal laws including laws on copyright and other intellectual property laws.

Procedure:

It is the responsibility of Department Heads to distribute this policy and ensure understanding and compliance among their staff.