

VILLAGE OF CAMBRIDGE

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August 7, 2014

Memorandum to: All Personnel, employee or volunteer, of the Village of Cambridge

Subject: Internet Policy Statement

1. The advent of the personal computer in the 1980s created a huge leap forward in productivity. The Internet revolution, with its advanced applications of email and instantaneous access to huge repositories of information has enhanced business communication in ways previously unimaginable. Now with smart phones that can access the internet, these previously unimaginable capabilities can be leveraged anytime, anywhere. Unfortunately, these technologies are also fraught with risk.
2. The Board has passed an Internet Use Policy dated August 6, 2014. This policy is effective immediately – all personnel, as a condition of employment, are required to read and acknowledge in writing that they have received a copy and agree to comply with its stipulations.
3. This policy is designed to minimize risk, protect privacy, protect intellectual property, ensure productivity, and ensure compliance with pertinent state and federal regulations. All employees need to understand that their usage on Village-owned systems and devices is subject to monitoring in order to ensure that these policies are being followed.
4. Point of contact for additional information is Lance Allen Wang, Village Clerk, at (518) 677-5076.

Mayor

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Village Board

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VALERIE A. REAGAN
Mayor

VILLAGE OF CAMBRIDGE
56 NORTH PARK STREET
CAMBRIDGE, NEW YORK 12816

August 6, 2014

INTERNET USE POLICY

1. Applicability: This policy applies to all employees, appointees, and volunteers performing duties for the Village of Cambridge, regardless of paid or unpaid status, and applies to the use of all devices capable of facilitating interaction with the internet.
2. Restrictions and Regulations:
 - a. The Village reserves the right to inspect any and all files stored in private areas of the Village's computers and any ad-hoc network in order to assure compliance with this policy.
 - (1) Except as noted below, the Village reserves the right to inspect any and all files stored in private areas of its computing resources in order to assure compliance with policy.
 - (2) In accordance with necessary privacy requirements, the Village will not inspect files on the law enforcement Records Management System (RMS) server or related law enforcement software, which will fall under Washington County's information systems policy.
 - (3) In the event the Village feels that sensitive law enforcement systems need to be examined, the Village Attorney will be consulted for go-forward procedures.
 - b. Sexually explicit material may not be displayed, archived, stored, distributed, edited or recorded using the Village's computing resources. The display of any kind of sexually explicit image or document on any Village of Cambridge system is a violation of the Village's policy on sexual harassment.
 - c. The Village of Cambridge Internet facilities and computing resources must not be used to violate the laws and regulations of the United States or any other nation, or the laws and regulations of any state, city, province or other local jurisdiction in any material way. Use of any Village of Cambridge resources for illegal activity is grounds for immediate dismissal, and the Village will cooperate with any legitimate law enforcement activity.

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- d. Any software or files downloaded via the Internet into the Village of Cambridge's computing resources become the property of the Village of Cambridge. Any such files or software may be used only in ways that are consistent with its licenses or copyrights.
- e. No employee may use Village of Cambridge facilities knowingly to download or distribute pirated software or data.
- f. No employee may use the Village of Cambridge Internet facilities to deliberately propagate any malicious software, virus, worm, Trojan horse or trap-door program code.
- g. Employees with Internet access may not use Village of Cambridge Internet facilities to download entertainment software or games, or to play games against opponents over the Internet.
- h. Employees with Internet access may not upload any software licensed to the Village of Cambridge or data owned or licensed by the Village of Cambridge without explicit written authorization from the manager responsible for the software or data.

3. Policy Statement and Intent:

- a. The Village of Cambridge provides access to the vast information resources of the Internet to help employees do their jobs and be well informed. The facilities that provide access represent a considerable commitment of resources for telecommunications, networking, software, storage, etc. This policy is designed to help employees understand the expectations for the use of those resources in the particular conditions of the Internet and to help them use those resources wisely.
- b. While the Village has set forth explicit requirements for Internet usage below, it would like to start by describing its Internet usage philosophy. First and foremost, the Internet is a tool, provided to the employee at significant cost. That means the Village expects employees to use their Internet access primarily for government-related purposes, i.e., to communicate with taxpayers and suppliers, to research relevant topics and obtain useful information (except as outlined below). The Village insists that employees conduct themselves honestly and appropriately on the Internet and respect the copyrights, software licensing rules, property rights, privacy and prerogatives of others, just as they would in any other business dealings. To be absolutely clear on this point, all existing Village of Cambridge policies apply to conduct on the Internet, especially (but not exclusively) those that deal with privacy, misuse of Village resources, sexual harassment, information and data security, and confidentiality.

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- c. Unnecessary or unauthorized Internet usage causes network and server congestion. It slows other users, takes away from work time, and consumes supplies and ties up printers and other shared resources. Unlawful Internet usage may also garner negative publicity and expose the municipality to significant legal liabilities.
- d. Access to electronic communications gives each individual Internet user an immense and unprecedented reach to propagate Village of Cambridge messages and serve the public. Because of that power, one must take special care to maintain the clarity, consistency and integrity of the Village's image and posture. Anything any one employee writes in the course of acting for the Village of Cambridge on the Internet could be taken as representing the Village posture. That is why the Village expects employees to forego a measure of individual freedom when participating in electronic communications as outlined below.
- e. While direct connection to the Internet offers a number of potential benefits, it can also open the door to some significant risks to data and systems if the Village and its employees do not follow appropriate security discipline. As presented in greater detail below, that may mean preventing machines with sensitive data or applications from connecting to the Internet entirely, or it may mean that certain users must be prevented from using certain Internet features. The overriding principle is that security is to be everyone's first concern. Village employees can be held accountable for any breaches of security or confidentiality, including any and all branches.
- f. As used in this policy, the following words shall have the meaning indicated:
 - i. DISPLAY: Includes monitors, flat-panel active or passive matrix displays on computers, tablets, or "smart phones," monochrome LCDs, projectors, or televisions.
 - ii. DOCUMENT: Covers just about any type of file that can be read on a computer, tablet, or "smart phone" screen as if it were a printed page, including the so-called HTML files read in an Internet browser, any file meant to be accessed by a word processing or desktop publishing program or its viewer, or the files prepared for the Adobe Acrobat reader and other electronic publishing tools.
 - iii. GRAPHICS: Includes photographs, pictures, animations, movies or drawings.

4. General provisions.

- a. The Village of Cambridge has the option of installing software and systems that monitor and record all Internet usage. The security systems are capable of recording (for each and every user) each World Wide Web site visit and each e-mail message into and out of the Village's internal networks, and the Village reserves the right to do so at any time. No employee

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- should have any expectation of privacy as to his or her Internet usage. Managers may review Internet activity and analyze usage patterns and they may choose to publicize this data to assure that Village of Cambridge Internet resources are devoted to maintaining the highest levels of productivity.
- b. The Village of Cambridge may use independently supplied software and data to identify inappropriate or sexually explicit Internet sites. We may block access from within its networks to all such sites that the Village knows of. If an employee finds himself or herself connected accidentally to a site that contains sexually explicit or offensive material, he or she must disconnect from that site immediately, regardless of whether that site had been previously deemed acceptable by any screening or rating program.
 - c. Each employee using the Internet facilities of the Village shall identify himself or herself honestly, accurately and completely when setting up accounts on outside computer systems.
 - d. Only those employees or officials who are authorized to speak to the media, to analysts or at public gatherings on behalf of the Village may speak/write in the name of the Village of Cambridge in any electronic communications including social media sites. Where an individual participant is identified as an employee or agent of the Village, the employee must refrain from any political advocacy and must refrain from the unauthorized endorsement or appearance of endorsement by the Village of any commercial product or service not sold or serviced by this Village of Cambridge, its subsidiaries or its affiliates.
 - e. The Village of Cambridge retains the copyright to any material posted on the Internet by any employee in the course of his or her duties.
 - f. Employees are reminded that it is inappropriate to reveal confidential information, and any other material covered by existing Village of Cambridge secrecy policies and procedures, on the Internet. Employees releasing such confidential information, whether or not the release is inadvertent, will be subject to the penalties provided in existing Village policies and procedures.
 - g. Use of Village of Cambridge Internet access facilities to commit infractions such as misuse of Village assets or resources, sexual harassment, unauthorized public speaking and misappropriation of intellectual property are also prohibited by general Village policy and will be sanctioned under the relevant provisions of the personnel handbook.
 - h. Employees may use their Internet facilities for nonbusiness research, or browsing during mealtime or other breaks, or outside of work hours, provided that all other usage policies are adhered to and with the consent of their supervisor.

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- i. Employees with Internet access must take particular care to understand the copyright, trademark, libel, slander, and public speech control laws of all countries in which this governmental agency maintains a business presence, so that the Village's use of the Internet does not inadvertently violate any laws which might be enforceable against it.
 - j. Employees with Internet access may not use Village Internet facilities to download images or videos unless there is an express business-related use for the material.
5. Technical requirements: User IDs and passwords help maintain individual accountability for Internet resource usage. Any employee who obtains a password or ID for an Internet resource from the Village of Cambridge must keep that password confidential. Village policy prohibits the sharing of user IDs or passwords obtained for access to Internet sites.
6. Security measures: The Village has installed an Internet firewall and virus scans as part of its software package to assure the safety and security of the agency's networks. Any employee who attempts to disable, defeat, or circumvent any security facility will be subject to immediate dismissal. Employees should be familiar with and adhere to procedures for the use of e-mail facilities.

ADOPTED: August 6, 2014 at Village Board meeting

MOTION:	Approve Village Internet Policy as written.				
Made by:	Trustee Stephen Robertson				
Second by:	Trustee Sara Kelly				
Vote:	VR	SR	SK	RLB	CB
	Y	Y	Y	Y	Y

EFFECTIVE: August 6, 2014