

Town of Phillipston

50 The Common

Phillipston, MA 01331

978-249-6828



Information Technology Resources Use Policy

As voted by the Board of Selectmen:

Approved January 11, 2023

The Town's objectives in developing this policy are to address the ethical and appropriate use of technology resources, to maintain the security of the network, and to enable Town employees to deliver better services to residents at lower costs. This document formalizes the policy for all Town employees on the use of information technology resources (ITRs), including computers, printers, cell phones and other peripherals, programs, data, e-mail, and the Internet.

Use of Town ITRs by any employee shall constitute acceptance of the terms of this policy and any such additional policies. It is the responsibility of any person using Town ITRs to read, understand, and follow this policy. Failure to observe this policy may subject individuals to disciplinary action, including termination of employment. In addition to this policy. Any person with questions regarding the application or meaning of this policy should seek clarification from the Board of Selectmen or its designee.

Employees are encouraged to fully use ITRs in pursuit of the Town's goals and objectives. While ITRs are provided for Town business only, incidental personal use is permitted providing that it does not conflict with the security guidelines of this policy, interfere with workstation, or network performance, or result in employee productivity loss.

It is unacceptable for any person to use Town ITRs to:

1. perpetrate an illegal act, including violation of any criminal or civil laws or regulations, whether state or federal;
2. for a political purpose;
3. for a commercial purpose;
4. to send threatening or harassing messages, whether sexual or otherwise;
5. to access or share sexually explicit, obscene, or otherwise inappropriate materials to infringe any intellectual property rights;
6. to gain, or attempt to gain, unauthorized access to any computer or network;
7. for any use that causes interference with or disruption of Town ITRs, including propagation of computer viruses or other harmful programs;
8. to intercept communications intended for other persons;
9. to misrepresent either the Town or a person's role at the Town;
10. Install software or hardware not approved by the Board of Selectmen or its designee

Unless such use is reasonably related to an employee's job, and permission has been granted by the Town, it is unacceptable for any person to use Town ITRs: to access social media sites, to access external email/webmail services, to access external networks or Internet-based file sharing services.

While performing their jobs, employees often have access to confidential or proprietary information such as personal data about identifiable individuals or commercial information about business organizations. Under no circumstances is it permissible for employees to acquire access to confidential data unless such access is required by their jobs. Under no circumstances may employees disseminate any confidential information that they have access to, unless such dissemination is required by their jobs.

E-mail, texts, and other electronic messages

Unless not required by job function, all employees will be provided with an email address. Some employees will also be issued a cell phone by Town. All e-mail, texts or other electronic messages created or received by an employee on a Town computer/device may be a public record and subject to public access and disclosure through the provisions of the MA Public Records Law, MGL c.66 §10. Employees should be aware that all e-mail, texts, and other electronic messages sent/received through a Town email account is permanently archived. Private email (i.e., a commercial email system or service, separate and apart from the Town's primary email system) texts, or other electronic messaging is not an authorized or official method of communicating business related information.

Town ITRs are the property of the Town and are to be used in conformance with this policy. The Town retains control over the efficient and proper operation of the workplace and reserves the right to monitor, access, review, copy, store, or delete any electronic communications without prior notice, including personal messages, from any system for any purpose and to disclose them to others as it deems appropriate. Employees should be aware network traffic is routinely monitored to ensure proper network operation. Use of Town ITRs constitutes express consent for the Town to monitor and/or inspect any data that users create or receive, any messages they send or receive, and any web sites that they access.

Information Technology Resources Use Policy

This acknowledges that I have received and reviewed the Town's Information Technology Resources Use Policy ("Policy"). By signing this form, I agree to abide by the Policy and any Guidelines promulgated thereunder, and I agree to review periodically any changes or modifications. I recognize that the law and associated Policy regarding discrimination and harassment are continually evolving. Therefore, I understand that my regular review of this Policy, as it may be amended, is required.

Print Name: _____

Signature: _____

Date: _____

To be included in employee's personnel file