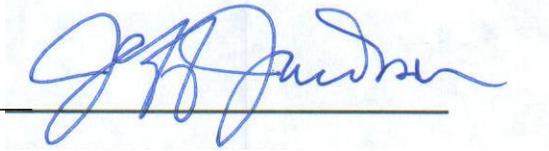


APPROVED \_\_\_\_\_



## Information Technology Use Policy

### I. GENERAL

The Fairbanks North Star Borough provides computer, telecommunication, and network resources for employees to accomplish the borough's missions.

### II. PURPOSE

This policy establishes uniform guideline for the use of computers, telecommunications, and networks at the FNSB. This policy governs the use of all FNSB owned and leased computer, telecommunications equipment, equipment connected to FNSB networks (either by wired or wireless network connection), and all employees using FNSB computers, telecommunications equipment, and networks. All users connecting to the FNSB networks from other computers are subject to this policy only for the activities conducted within the Borough computing infrastructure.

### III. RESPONSIBILITY

- A. Department directors shall ensure that their department staff and volunteers follows the procedure set forth in this policy.
- B. Compliance with this policy is the responsibility of all Borough employees as a condition of employment.
- C. Digital Services will enforce this policy.
- D. Human Resources shall maintain this policy.

### IV. POLICY

- A. All information transmitted, received, or stored on FNSB computers, telecommunications equipment, networks, or other storage devices is subject to review by, and at the direction of, Borough management. Therefore, users should not have any expectation of privacy in the use of such systems.
- B. All files, emails, and/or voice messages transmitted or saved on Borough owned equipment may be considered a matter of public record and subject to disclosure.
- C. The FNSB reserves the rights to monitor, observe, retrieve, print, and review any communications, files, or any other use of FNSB computer, telecommunications equipment, and non-public network systems or other storage devices with or without any advance notice to, or the consent of, any user.
- D. Incidental personal use, in compliance with the other provisions of this policy, is allowed as long as it does not:
  - 1. Create additional costs for the FNSB;

2. Interfere with the business of, or reflect poorly on, the Borough;
  3. Create personal financial gain unrelated to a user's duties with FNSB. Such activities include, but are not limited to, Internet/email activities primarily related to an employee's private business, transactions involving mail order companies in which the employee receives benefits based upon sales (i.e., Avon, PartyLite, Amway, Melaleuca, etc.), or any other commercial activities not related to an employee's FNSB work duties;
  4. Contain opinions on a political matter, not directly related to the user's borough work duties.
- E. No employee shall access, delete, examine, copy, modify, or retrieve any stored communication or data not created by that employee or addressed to that employee and stored on another employee's assigned computer or telecommunication equipment unless authorized by that employee, that employee's supervisor or director, Human Resources Director, or other persons authorized by the Mayor.
- F. Subscription to list servers should be selective as they have the ability to send very large numbers of email messages. To help minimize traffic, reply to user-specific questions from list servers via normal email when appropriate, rather than via the entire list.
- G. Employees shall take reasonable precautions to protect access codes, computer passwords, or other access mechanisms to avoid unauthorized access.
- H. The following are expressly prohibited. Users engaging in the following may be subject to removal of use privileges and/or disciplinary action, up to and including termination of employment:
1. Any willful act or omission that may cause either a general loss of computer, telecommunications equipment, and network resource services or interference with any Borough functions.
  2. The use of the FNSB's computer, telecommunications equipment, and network resources for any illegal activity.
  3. The use of FNSB computers, telecommunications equipment, and networks to gain unauthorized access to other IT systems.
  4. The use of another employee's user ID or FNSB computer, telecommunications equipment, or network resources without their express consent, or the consent of the employee's supervisor or director, unless otherwise allowable under this policy.
  5. The installation or use of software or hardware on FNSB computers and/or networks without prior approval from the department director and the Digital Services Director or designee.

6. The duplication, installation, download, or storage on the FNSB computers and/or networks of any software or data files that violate applicable copyrights or license agreements.
  7. The circumvention or subversion of systems, process, and/or software intended to protect and secure the FNSB computers and/or networks.
  8. The use of passwords or other methods to limit access to information on FNSB computers, telecommunications equipment networks, and/or other storage devices without prior approval from a user's supervisor.
  9. The initiation of any action for personal benefit through the use of any information gained by access to FNSB information, systems, files, etc.
  10. The use of copyrighted materials, such as third-party software without the express written permission of the owner or the proper licensor.
  11. The use of the FNSB email system to distribute messages to large groups of people, including but not limited to: "everyone e-mails," "mass emails," "global emails" and "Spam", unless prior approval has been obtained from the Digital Services Director, Human Resources Director, PIO or others so designated by the Mayor. Emails shall identify approving authority. "Distribution approved by XX."
  12. The use of FNSB computers, telecommunications equipment, and/or networks to store, print, distribute, edit, record, or display offensive, disruptive, or any other prohibited materials. However, users conducting web searches for work-related duties are exempt from this restriction.
- I. The FNSB may maintain an online area (currently the Intranet Bulletin Board) for use by its employees to advertise 'for sale' items, make global announcements, advertising Borough supplies/furniture available for redistribution, etc.
  - J. The Director of any department that generates data to be published on the FNSB website, computers, or networks is responsible to ensure that the data is provided in accordance with Borough policy and all applicable laws.
  - K. The Mayor or the Chief of Staff must approve, in writing, any exception to this policy.

#### V. PROCEDURE

- A. All users shall take immediate action to address any inadvertently accessed prohibited material by contacting the Digital Services Help Desk. The user will provide specific information to the Help Desk describing the prohibited material, how it was accessed, and any other information that is subsequently requested by the Help Desk. The Help Desk will then instruct the user as to how the prohibited material should be preserved or deleted.

VI. SUPPLEMENTAL INFORMATION

A. References – None

B. Definitions –

1. “Prohibited material” - any offensive and/or disruptive image or text appearing on a computer monitor and/or stored on a computer hard drive or other data storage device. Prohibited material includes, but is not limited to any image reflecting full or partial nudity of a sexually suggestive depiction.
2. “User” – to include, but not be limited to, any Borough employee, Mayor, volunteer or other person who has been authorized access to the Borough’s computer equipment and network infrastructure (excludes public networks).
3. “Spam” - unsolicited bulk electronic messages not related to borough operations or those sent to recipients without a legitimate FNSB business necessity.

C. Revision History

Supersedes Policy No.	Effective Dates
20.04	01/31/01
40.01	01/15/20