

08/09/21

**TOWN OF GRANVILLE
POLICY ON USE OF TOWN EQUIPMENT AND TOWN COMPUTER SYSTEM**

USE OF TOWN EQUIPMENT

The use of Town equipment or property for personal use is strictly prohibited. Town Officials should have no expectation of privacy regarding anything stored in or on Town-owned property or Town-owned equipment, including but not limited to computers, desks, filing cabinets, lockers, and vehicles. Employees should expect that such areas may be searched at any time to retrieve work-related materials or to investigate suspected violations of workplace rules.

USE OF TOWN COMPUTER SYSTEM

For purposes of this policy, "computer system" means all computers and devices and any related hardware, equipment, components, or software, including, but not limited to, host computers, file servers, workstation terminals, laptops, tablets, smartphones, internal or external communication networks, the world wide web (www), the Internet, commercial online services, bulletin board systems, backup systems, and the internal and external e-mail systems accessed via the Town's computer equipment.

For purposes of this policy, "Town Official" means elected and appointed officials.

All electronic communications regarding Town business should be, to the furthest extent possible, conducted via official Town computer systems. A Town Official should avoid conducting Town business using his or her personal computer, device, or account. The Town computer system is to be used by officials for the purpose of conducting Town business. Occasional, brief, and appropriate personal use of the Town computer system is permitted, provided it is consistent with this policy and does not interfere with an employee's job duties and responsibilities.

Town Officials should have no expectation of privacy or confidentiality regarding anything created, sent, or received on the Town computer system. The Town may monitor at any time its computer system without warning or any specific notice to employees, including any and all computer transactions, communications, and transmissions for any reason including, but not limited to ensuring compliance with this policy and evaluating the use of its computer system. All files, documents, data, and other electronic messages created, received, or stored on the Town computer system are open to review and regulation by the Town and may be subject to the provisions of Vermont's Public Records Law.

Town Officials may not introduce software from any outside source on the Town's computer system without prior, written authorization from their supervisor. Employees may be held responsible for any damages caused by using unauthorized software or viruses they introduce into the Town computer system.

Town Officials who have a confidential password to access the Town's computer system should be aware that this does not mean the computer system is for personal confidential communication, nor does it suggest that the computer system is the property of that person.

TOWN OF GRANVILLE
POLICY ON USE OF TOWN EQUIPMENT AND TOWN COMPUTER SYSTEM
(Continued)

Transmission of electronic messages on the Town computer system shall be treated with the same degree of propriety, professionalism, and confidentiality as written correspondence. The following are examples of prohibited uses of the Town computer system:

- Communications that in any way may be construed by others as disruptive, offensive, abusive, discriminatory, harassing, or threatening;
- Communications of sexually explicit images or messages;
- Transmission of chain letters or solicitations for personal gain, commercial or investment ventures, religious or political causes, outside organizations, or other non-job-related solicitations during or after work hours;
- Access to Internet resources, including websites and news groups, that are inappropriate in a business setting;
- Unauthorized disclosures. Unauthorized disclosures include disclosures of non-public information, unless the disclosure is authorized by law; and the dissemination of confidential, proprietary, or privileged information.
- Any other use that may compromise the integrity of the Town and its business in any way.

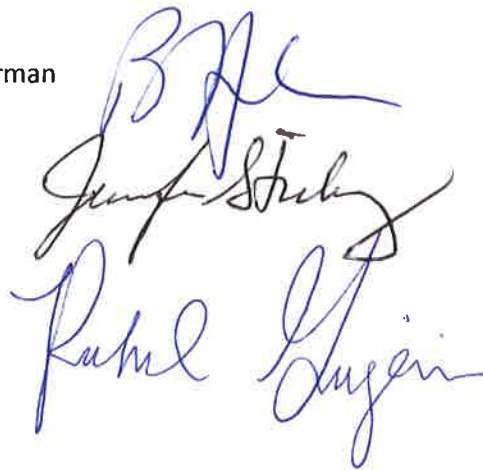
Nothing in this policy will be interpreted or applied in a manner that interferes with employee rights to organize, form, join, or assist labor organizations, to bargain collectively through representatives of their choosing to the extent allowed by law, or to engage in other concerted activities for the purpose of addressing the terms and conditions of employment."

Adopted at Granville on 8/9 2021

Bruce Hyde/Chairman

Jennifer Stickney

Rachel Grigorian



The image shows three handwritten signatures in blue ink. The first signature is for Bruce Hyde, the second for Jennifer Stickney, and the third for Rachel Grigorian. Each signature is written in a cursive style and is positioned to the right of its respective name.