



City of Richmond Email & Internet Use Guidelines

Return Form To: Information Technology Dept. or FAX To: 510-620-6528

Authorized users have established the following policies to ensure appropriate use of the Internet and CORNET Intranet. Employees who use the Internet need to be aware of these policies as violating CORNET security standards and policies can lead to the loss of network privileges and possible disciplinary action.

Electronic Mail (E-Mail) & Internet Access General Rules

1. Network access is granted for work related purposes only. As a general policy, City of Richmond resources and equipment (including computers, networks, faxes, and telephones) are intended for City business use only. Users will not use or access CORNET for any use other than its intended purpose.
2. CORNET users will protect their User Id and System Password from unauthorized use.
3. CORNET users will not download or install copyrighted material, freeware, and shareware or demo programs without prior authorization from IT. All application and program installations shall be coordinated through the department's DSR and IT support staff.
4. CORNET users will not access or download non-work related material (e.g. Sexually explicit material or material that may be interpreted as harassing or defamatory). Knowingly downloading or importing inappropriate material into city-owned systems is prohibited.
5. CORNET users will not attempt to circumvent or subvert network systems or security measures. Access is permitted only to those services, networks and equipment for which the individual is authorized.
6. CORNET users will not use the network to knowingly disrupt network users, services or equipment. Disruptions include, but are not limited to distribution of unsolicited advertising, "urban legend" and chain letter types of email, personal prayers, electronic greeting cards, propagation of computer "worms" and viruses, and any other use of which substantially hinders the use of the network by others.
7. CORNET users will not monopolize systems or overload networks with excessive data, downloads, Internet radio/music broadcasts, Internet chat, streaming video or online games.

8. Use of network services provided by the City of Richmond may be subject to monitoring for the purpose of diagnostic, security and management of network services. Users of these services are advised of this potential monitoring and consent to this practice.

The City of Richmond may revoke network privileges and delete the user ID at any time without notice. This document may be up-dated on an as –needed basis and is subject to annual review.

I, _____, the undersigned, hereby acknowledge that I have received and read policy excerpts AP653 through AP656 of the City of Richmond Administrative Manual pertaining to the access and use of City of Richmond computer and network services by City employees and City contractors. I hereby acknowledge receipt that I understand the terms and conditions set forth in those policies and in this City of Richmond Email and Internet Access Acknowledgement.

User Signature

Date

Cc: H.R. Admin –personnel file
I.T. Network Support Information Technology Department