

City of Richmond

Administrative Manual

SUBJECT: Use of Computer Equipment and Systems

SECTION: Information Technology

POLICY NUMBER: AP 656

INITIAL DATE PREPARED: August 25, 1999

LAST DATE REVISED: August 25, 1999

I. Purpose

To assure that all employees of the City of Richmond are aware of and observe specific, policies and procedures when operating City computer equipment and systems.

II. Policy

- A. The City's reputation as a public body and the cooperation it receives from the community and its customers are based upon the City's ability to provide services. For many people, their first and perhaps only contact directly with the City of Richmond may be by computer system including the Internet. It is essential that a positive impression be made. It is important, therefore, that all City employees observe the same standard and fundamental computer policies and procedures.
- B. All information received or stored on electronic mail is the property of the City of Richmond. Policies and procedures relating to use of electronic mail are included in Policy Number AP 655.
- C. Security of computer equipment and systems are the responsibility of each employee/user. Each user shall safeguard their password. In the event of any breach of system security, employees shall notify their supervisor immediately. Supervisors and/or employees shall notify Information Technology immediately. Information Technology may remove access of any employee.
- D. Unauthorized accessing of computer equipment, software, and systems by unauthorized employee users is a violation of City policy and grounds for disciplinary action. Unauthorized accessing of City computer equipment, software, and systems by the public may be illegal and the City will enforce the integrity of its computer programs. Accessing computer systems is regulated in accordance with Policy Number AP 653.

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- E. Employees will comply with license agreements and policies of systems administration and on-line services made available by the City. Employees will comply with copyrights, intellectual property rights, and contracts.
- F. Employees will maintain hardware and software as installed by Information Technology and not make unauthorized changes.

III. Procedure

- A. Business computer use shall be limited in terms of length to the time necessary to accomplish the task in order to accommodate computer use demand.
- B. All information received, delivered or stored on City computers, including e-mail, is the property of the City of Richmond. Employees should not have any expectation of privacy when using City computers or e-mail.
- C. Internet access on City computers should only be for work related purposes.
- D. Computers and related software may be used by authorized employees offsite to conduct City business. Department Directors shall maintain an inventory of all equipment and software removed from city property for use offsite to conduct City business. Employees shall memorialize Requests for Offsite Computer Equipment Use and Department Directors shall maintain the memoranda for at least one year from the date the equipment is returned. The memorandum shall include a listing of equipment by serial number, with approval signature, AP 656-1.
- E. Personal use of computers may be granted by department directors for use on non-City time, subject to the availability of the computer.