



CHARTER TOWNSHIP OF WHITE LAKE
ELECTRONIC MAIL AND INTERNET POLICY AND PROHIBITION
ON ELECTRONIC RECORDING FOR EMPLOYEES

PURPOSE

The purpose of the Electronic Mail (“e-mail”) and Internet access system is to assist the Charter Township of White Lake with the day-to-day conduct of business activities. This document sets forth the policies regarding the use of the e-mail system and Internet access in the workplace. The Charter Township of White Lake reserves the right to change this policy at any time. This policy is also designed to protect employees from being electronically recorded by their co-workers.

OWNERSHIP

As stated herein, the e-mail system refers to any e-mail accounts provided or paid for by the Township. The e-mail system is the property of the Charter Township of White Lake. All data, files, downloads, and other electronic messages within this system are the property of the Charter Township of White Lake. E-mail messages either composed or received in this system may be considered Township Records, depending on their content, and therefore may be subject to Freedom of Information Act (FOIA) requests and other legal disclosure.

MONITORING/PRIVACY

The Charter Township of White Lake reserves the right to monitor all e-mail messages either composed or received in the e-mail system, any file downloads or e-mail attachments sent or received by the system and temporary internet files (e.g. cookies, web site graphics) and web site visitation histories stored on individual workstations. Because it is possible that e-mail sent from the Township’s system can be intercepted on the internal system and on the Internet, the user should not expect any degree of privacy regarding e-mail messages. E-mail messages deleted by the user may be retrievable from the hard drive, backup tapes or the receiving or sending e-mail system!

USERS AND ACCESS LOCATIONS

Only authorized Charter Township of White Lake Employees who have an Internet/e-mail account and password are permitted to use the Township’s email system and Internet access. Subject to prior approval by the Department Head, E-mail accounts will only be established once the employee has read the Township’s Electronic Mail and Internet Access Policy for Employees and has signed the Township’s E-mail and Internet Access policy Acknowledgment Form. Upon termination of employment, that user’s Internet/e-mail account and privileges revoked.

PROHIBITED USES

Certain uses of the Township's e-mail and Internet access accounts are not allowed at any time. Prohibited uses include, but are not limited to:

- Using e-mail or the Internet for any purpose which violates State and federal laws.
- Using e-mail or the Internet in a way that violates copyright laws.
- Using e-mail or the Internet to circumvent the Open Meetings Act or the Freedom of Information Act (FOIA).
- Misrepresenting ones identity to compose or intercept messages.
- Revealing your e-mail access code or password to another person.
- Revealing your Internet access code or password to another person.
- Using e-mail and the Internet for commercial purposes other than the business of the Charter Township of White Lake.
- Using e-mail or the Internet for purposes of lobbying with respect to political candidate, political party, or non-Township related issue.
- Creating offensive or malicious messages. These would include, but not be limited to, messages which contain or depict profanity, sexually explicit comments, or negative comments, threats or harassment pertaining to race, national origin, or gender.
- Downloading or uploading of files which contain or depict profanity, sexually explicit comments, or negative comments, threats or harassment pertaining to race, national origin, or gender. The browsing of web sites, FTP, or Telnet sites displaying such content is also strictly prohibited.
- Visiting chat rooms, social networks or writing blogs unrelated to Township business.
- Using instant messaging software unrelated to Township business.
- Publishing, posting, or editing documents unrelated to Township business.
- Installing software programs or applications without the prior approval of the MIS Administrator. In no event shall an employee install programs or applications unrelated to Township business.
- Using the Internet to purchase or sell personal goods or services unrelated to Township business.
- Using e-mail or the Internet for religious or political purposes.
- Using e-mail system or Internet or gambling, betting pools or investment clubs.
- Creating or forwarding chain letters.
- Job hunting.
- Engaging in any Internet or e-mail activity may create liability for the Charter Township of White Lake.

There will be no expectation of privacy on the part of the user.

RETENTION

For the purpose of records retention, e-mail documents are subject to the same retention schedule applicable to the Township's paper files and documents. The Township Clerk's Office is responsible for maintaining the Township's records retention and disposal schedule. Contact the Township Clerk's Office if you have questions concerning the retention schedules for different types of documents.

DISCLOSURE

E-mail documents are subject to the Michigan Freedom of Information Act to the same extent as with the same exemptions as those applicable to paper documents. The Township reserves the right to inspect any e-mail found in its system for its business activities and to disclose e-mail contents to appropriate personnel.

ROLES AND RESPONSIBILITIES

The Township's MIS Administrator shall be responsible for establishing, maintaining, and monitoring all Township provided e-mail accounts. Requests for new Internet access accounts must be approved by the Township Manager or his designee.

It is the responsibility of each user to retain or purge e-mail at their workstation in accordance with applicable records retention law. Employees will not be held responsible for receipt of unsolicited non-Township related e-mail ("spam"), but shall be obligated to delete such messages promptly. The MIS Administrator is responsible for the central purging and retention of e-mail on the Township's file servers.

Employees who share their Internet passwords with others and/or leave their computers unattended with an open web browser may be held responsible for any consequent unauthorized usage.

PROHIBITED ELECTRONIC RECORDING

All employees are prohibited from using any recording device to record conversation with other City employees or elected officials.

VIOLATION OF POLICY

Employees found in violation of this policy will be subject to progressive discipline in accordance with applicable law, labor agreements, and departmental rules and regulations, up to and including discharge.

E-MAIL ATTACHMENT FILES & FILE DOWNLOADS

Due to need to protect the Township's network and file servers from the effects of computer viruses, worms, etc., all file downloads and e-mail attachments must be virus scanned at the time of download.

POLICY ACKNOWLEDGMENT

Attached are the Charter Township of White Lake Electronic Mail and Internet Access Policy Acknowledgment Form. The Supervisor's Office will provide copies of the Policy and Acknowledgement form to all current and future employees. All employees are required to read the policy and sign the form, a copy of which will be placed in their personnel file.