

# **Oak Park Township Technology Resource Policy**

## **Purpose**

The purpose of this policy is to establish guidelines and standards governing the use of Technology Resources, including, but not limited to, Electronic Mail, Internet access, voice mail, cell phones, desk phones, computers, laptops, tablets and other electronic or communication systems and devices. Technology Resources are made available to Township employees for work purposes only to communicate with each other and with other governmental entities, companies and individuals for the benefit of the Township.

Technology Resources are provided solely for the purpose of conducting Township business.

EMPLOYEES HAVE NO EXPECTATION OF PRIVACY WHEN USING TOWNSHIP-PROVIDED TECHNOLOGY RESOURCES. THE TOWNSHIP RESERVES THE RIGHT TO MONITOR EMPLOYEES' USE OF TECHNOLOGY RESOURCES, AND MAY READ, LISTEN TO, VIEW, SEARCH AND/OR RETRIEVE FILES, RECORDS, OR DATA FROM ANY TOWNSHIP-PROVIDED TECHNOLOGY RESOURCE WITHOUT NOTICE. EMPLOYEES MUST BE AWARE THAT RECORDS CREATED, RECEIVED, OR STORED ON TOWNSHIP-PROVIDED TECHNOLOGY RESOURCES MAY BE PUBLIC RECORDS SUBJECT TO DISCLOSURE UNDER FEDERAL OR STATE LAW.

Some job responsibilities may require access to the internet and the use of software in addition to the software typically provided by the Township. Only employees or officials who have received advance approval to access the internet or to download additional software may do so, and only when required in conjunction with Township business.

## **Scope**

This policy applies to all employees, elected and appointed officials, contractors, volunteers, and other individuals who are provided with access to the Township's Technology Resources. Third parties should only be provided access to the E-mail system as necessary for their business purpose with the Township and only if they abide by all applicable rules.

## **Software Access Procedure**

Any software installation must be authorized by your manager and downloaded and installed by the Township's IT consultant. If you believe that you need access to software or websites not currently on the Township network, you must speak with your supervisor and the IT consultant to explain the need for additional software or web access. No software may be purchased or installed without prior authorization from your manager. Likewise no employee may disable or work around web filters without prior authorization from your supervisor.

The Township will consider all relevant factors when determining whether to permit software installation or web access, including, but not limited to, benefits, cost, and risk.

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### **Township-Owned Equipment**

Any Technology Resource including, but not limited to, desk phones, smartphones, tablets, laptops, desktop computers, and tablets that the Township provides for your use, should be used only for Township business. Keep in mind that the Township owns and/or controls the devices and the information on these devices. If you leave the Township for any reason, the Township will require that you return the equipment on your last day of work. All data and electronic messages within the Township's data system are the property of Oak Park Township. Data and electronic messages on Technology Resources may constitute public records subject to Illinois' Freedom of Information Act and the Local Records Act. Therefore, data and messages may not be deleted without prior approval from the Township

### **Internet Usage**

Employees must exercise caution with using the Internet. Do not access unfamiliar websites or open suspicious emails or hyperlinks. If you have concerns that a website, email or link is not legitimate, contact the Township IT consultant before accessing the website, email or link. Internet use on Township time or using Township-owned or provided Technology Resources that are connected to the Township network is permitted for the purpose of conducting Township business only.

Employees must be aware of the risk of malware. Malware is short for malicious software and refers to viruses, spy ware, worms etc. Malware is designed to cause damage to a computer or a network. Employees must exercise caution when using the internet, opening emails, or opening hyperlinks. Employees must not download software or files onto our computers or system without express management or IT approval as software or files can be infected with malware. The introduction of malware into our computers or network can cause significant damage.. Employees may be held responsible for any damages caused by a violation of this policy that causes the introduction of malware into our computers or network.

Employees are only permitted to use the internet for work purposes.

Employees are prohibited from using Township-owned or provided Technology Resources, or devices owned by the employee, on Township time at work to view or access any pornographic, or obscene website or any website containing content that would violate our policy against discrimination, harassment and sexual misconduct. An employee who violates this policy will be subject to disciplinary action up to and including termination of employment.

You may use personal electronic devices for personal use to access any appropriate internet site during non-working time. Be aware, however, that accessing web content that violates our policy against discrimination, harassment and sexual misconduct while at work, during non-working hours, is a violation of this policy.

Oak Park Township's Technology Resources must not be used knowingly to violate the laws and regulations of the United States or any other nation, or the laws and regulations of any state, province or local jurisdiction. Use of any Oak Park

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Township's technology resources for illegal activity is grounds for disciplinary action, up to and including, immediate dismissal, and Oak Park Township will cooperate with any legitimate law enforcement agency in the investigation of such activity.

Any software or files downloaded via the internet into Oak Park Township's Technology Resources become the property of Oak Park Township. Any such files or software may be used only in ways that are consistent with their licenses or copyrights.

### **Social Media**

This is the official policy for social media use at Oak Park Township and provides guidance for employees and elected officials on their professional and personal use of social media.

All employees are responsible for knowing and understanding the policy.

### **Professional Use of Social Media**

Before engaging in social media as a representative of Oak Park Township, you must be authorized to comment by an elected official or department head. You may not comment as a representative of Oak Park Township unless you are authorized to do so.

Once authorized to comment, you must:

- Disclose you are an employee or elected official of Oak Park Township, and use only your own identity.
- Disclose and comment only on non-confidential information.
- Ensure that all content published is accurate and not misleading and complies with all Oak Park Township policies.
- Comment only on your area of expertise and authority.
- Ensure comments are respectful and refrain from posting or responding to material that is offensive, obscene, defamatory, threatening, harassing, bullying, and discriminatory, infringes copyright, breaches a Court order, or is otherwise unlawful.
- Refrain from making comments or posting material that might otherwise cause damage to Oak Park Township's reputation or bring it into disrepute.

### **Personal Use of Social Media**

Oak Park Township recognizes that you may wish to use social media in your own personal life. This policy does not intend to discourage or unduly limit your personal expression or online activities.

However, you should recognize the potential for damage caused (either directly or

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indirectly) to Oak Park Township in certain circumstances via your personal use of social media when you can be identified as an Oak Park Township employee. Accordingly, you should comply with this policy to ensure that risk of such damage is minimized.

You are personally responsible for the content you publish in a personal capacity on any form of social media platform. Remember that posts may be public and often permanent. When in doubt, you should seek guidance from your department head on how to comply with this policy. Oak Park Township reserves the right to read what you write or say publicly and make a determination if it meets this policy.

- Represent yourself accurately. Unless Oak Park Township has designated you to speak officially for it, you should not state that you write or speak on behalf of Oak Park Township or that your viewpoints are the same as that of Oak Park Township, and you should make this clear to those reading or listening to your points of view.
- Do not disclose private or confidential information about Oak Park Township, its employees, or about citizens that you obtained through your employment with Oak Park Township. Confidential information is information that is exempt from disclosure under Sections 7 and 7.5 of the Illinois Freedom of Information Act, 5 ILCS 140/7; 140/7.5 or which is otherwise protected against disclosure by law.
- Even when using social media on a personal basis, employees may be disciplined for posting material that is, or might be construed as, vulgar, obscene, threatening, intimidating, harassing, or a violation of Oak Park Township's workplace policies against discrimination, harassment on account of age, race, religion, sex, sexual orientation, ethnicity, nationality, disability, or other protected class, status, or characteristic.
- If you chose to identify your work affiliation on a social network, you should regard all communication on that network as you would in a professional network. Ensure your profile, photographs and related content is consistent with how you wish to present yourself with colleagues and clients.
- Oak Park Township may discipline employees for making a comment or posting any material that might otherwise cause damage to Oak Park Township's reputation or bring it into disrepute. When the employee's comment is made as a citizen and not as an employee and is made on a matter of public concern, Oak Park Township may discipline the employee in situations where the interests of Oak Park Township in promoting efficient operations outweighs the interests of the employee in commenting on such matters of public concern.

Nothing in this policy shall be interpreted in a manner that unlawfully prohibits the right of employees to engage in protected concerted activity under the Illinois Public Labor Relations Act. Oak Park Township has and always will comply fully

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with the obligations under the Illinois Public Labor Relations Act. Likewise, nothing in this policy should be construed to violate an employee's rights under the federal or state constitutions. The employer has and always will comply with its obligations under federal and state law.

A violation of this policy may subject an employee to discipline, up to and including termination.

### **Email Usage at the Township**

Email is to be used for Township business only. Confidential information must not be shared without proper authorization from your supervisor. You also are not to conduct personal business using the Township's Technology Resources, including but not limited to phone, cell phone, computer, laptop, or email.

Viewing pornography, or sending any image or text via email in violation of the Township's policy against discrimination and harassment will subject an employee to disciplinary action, up to and including termination

### **Prohibited Communications**

When communicating electronically, employees should be professional and use good judgment. Employees should treat electronic communications like traditional business correspondence, understanding that electronic communications deserve the same level of care with respect to decorum, composition and content. The following communications are expressly prohibited:

1. Communications that are disruptive, offensive, abusive, or threatening;
2. Communications of sexually explicit images or messages;
3. Any communications that violate our policy against discrimination and harassment. Sending or forwarding emails that violate this policy will result in disciplinary action up to and including employment termination.
4. Solicitation for commercial ventures, religious or political causes, outside organizations, or other non-job-related solicitations;
5. Any other use that may compromise the integrity of the Township, its mission or business in any way.

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**EMPLOYEES HAVE NO RIGHT TO PRIVACY WHEN USING OAK PARK TOWNSHIP'S TECHNOLOGY RESOURCES, INCLUDING BUT NOT LIMITED TO PHONES, CELL PHONES, VOICE MAIL, TEXT MESSAGING, INTERNET ACCESS, EMAILS, COMPUTERS AND LAPTOPS.** Management and other authorized staff have the right to access any data sent, received, stored, viewed or accessed at any time using Township Technology Resources, and therefore, employees should NOT consider such data to be private. If you need additional information about this policy, please direct your questions to the Township Manager for additional information.

**Acknowledgement**

I received, read, and understand the Oak Park Township Technology Resource Policy, and I understand that it is my obligation to comply with the policies contained therein.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Printed Name)