

	<i>Administrative Regulation</i>	
	Acceptable Use of Network Services & Computing Devices	
	Policy#	12.1
	Effective:	02/15/2005
	Revised:	06/27/2025
	Owner:	Information Technology

Note: Terms in ***bold and italics*** throughout this policy are defined below.

PURPOSE:

This regulation establishes rules governing use of City-provided electronic mail (e-mail), ***internet***, network, computers and other electronic devices.

SCOPE:

This Administrative Regulation applies to electronic mail (e-mail), texting, internet, City computers and other electronic device services that are:

- Accessed on or from the City's premises.
- Accessed using City computer equipment/device, via City-paid access methods from a personal device, or any other method.
- Used in a manner that identifies the individual with the City.
- Loaded or installed on City computers and networks.

POLICY:

The City provides users with computer and communications resources, when it is determined by leadership that these resources are appropriate considering the person's job responsibilities. City computer and communication resources are the property of the City and are provided to assist in conducting City business. Computer use must comply with Oregon ***Public Records*** Law, the Oregon Government Ethics Statutes, Federal copyright and licensing laws, and laws governing access to protected classes of information.

The City reserves the right to review any information, files, communications or programs sent, stored, received or loaded on its computer systems.

Unless otherwise specified by written agreement, all programs, documents, and data generated and/or residing on the City computer equipment or generated by City employees using City computers for City program activities are City property. This includes minor and incidental personal use as specified below.

PROCEDURE:

1. Privacy

- 1.1. Employees should not expect privacy with respect to any of their activities using the City-provided e-mail, internet, **City network**, computer or other electronic device access or services.
- 1.2. To the extent that City employees use personal e-mail addresses to communicate about official matters (that is, to the extent public records are associated with such addresses), those e-mails are similarly subject to search and production. City employees are therefore strongly encouraged to engage in communications regarding official business only on their official e-mail accounts. If private accounts must be used, it is City policy that employees copy their official e-mail accounts on all such outgoing communications and forward any received messages on which their official e-mail accounts are not copied.

2. Personal Use of Network, E-mail services, City Computers

- 2.1. Internet, City network, email services, computers, and software are provided for City business use. Minor and incidental personal use is permitted unless the employee's supervisor specifically prohibits it, provided the use does not interfere with City business. Personal use must be infrequent and must:
 - 2.1.1. Not involve any prohibited activity (see 2.3 below);
 - 2.1.2. Not interfere with the productivity of the employee or his or her co-workers;
 - 2.1.3. Not consume system resources or storage capacity on an ongoing basis;
 - 2.1.4. Not involve large file transfers or otherwise deplete system resources available for business purposes;
 - 2.1.5. Not involve downloading, installing, or running software programs not acquired and installed by the Information Technology Department;
- 2.2. Such personal use may only occur outside normal working hours, during lunch, or on authorized breaks.
- 2.3. Prohibited Uses:
 - 2.3.1. Employees are strictly prohibited from using City e-mail, internet, City network, and City computer services in connection with, by way of illustration but not of limitation, any of the following activities:
 - 2.3.1.1. Using City computers or any City-provided computer service for personal financial gain (such use is clearly prohibited by ORS 244.040(1));

- 2.3.1.2. Using City computers or any City-provided computer service to avoid financial detriment (such use is clearly prohibited by ORS 244.040(1));
- 2.3.1.3. Using City computers or any City-provided computer service for the financial benefit of a business or to avoid financial detriment to a business in which the employee or a relative of the employee has an interest (such use is clearly prohibited by ORS 244.040(1));
- 2.3.1.4. Engaging in illegal, fraudulent, or malicious conduct;
- 2.3.1.5. Working on behalf of organizations without any professional or business affiliation with the City; or working on behalf of organizations with such affiliation but outside of the specific City business with them;
- 2.3.1.6. Sending, receiving, or storing offensive, pornographic, obscene, or defamatory material;
- 2.3.1.7. Soliciting or supporting political or religious causes or beliefs;
- 2.3.1.8. Annoying or harassing other individuals, including any prohibited form of harassment;
- 2.3.1.9. Downloading or running materials including screen savers, nonbusiness related images and documents, music or streaming video off the web without previous authorization from their department director and the Information Technology Department;
- 2.3.1.10. Downloading software off the web without previous authorization from the Information Technology Department;
- 2.3.1.11. Obtaining unauthorized access to any computer system;
- 2.3.1.12. Without approval from the director of IT or the City Manager, using another individual's City assigned network account or identity;
- 2.3.1.13. Distributing or storing chain letters, jokes, solicitations, junk mail, offers to buy or sell goods that are non-business related, or other non-business material of a trivial or frivolous nature;
- 2.3.1.14. Giving non-City employees or other users not authorized by a contractual obligation access to the internet, City network, e-mail, or computers, not including public Wi-Fi;
- 2.3.1.15. Purchasing, acquiring or installing software or hardware without previous authorization from the Information Technology Department.

3. City Network, City Computer Guidelines

- 3.1. To help employees get the most out of their e-mail, internet, City network, City computer, and other electronic device privileges, the City has put together the following guidelines:
 - 3.1.1. Never assume that any information you send or receive over the internet is private.
 - 3.1.2. Employees should be aware that internet communications can be disclosed to unintended recipients in a variety of ways:
 - 3.1.2.1. Under Oregon's Public Records law, there is no right to privacy for any electronic messages;
 - 3.1.2.2. The intended recipient of your communication can forward information to a third party without your knowledge or consent;
 - 3.1.2.3. Internet communications sometimes are misdirected or disclosed to third parties due to human or system error;
 - 3.1.2.4. Your communication can be intercepted by unauthorized individuals;
 - 3.1.3. The City may monitor your computer usage.
 - 3.1.4. Employees are expected to consistently represent the City's best interests.
 - 3.1.4.1. When logged in from work, employees must avoid any communications or activities that could be construed as improper or that otherwise could harm the City's reputation.
 - 3.1.5. Respect the privacy and property rights of others.
 - 3.1.5.1. Do not duplicate, distribute, transfer, or store any copyrighted material you find on the internet. It is always wise to treat all material as copyrighted, unless the author has given his or her permission for the material to be redistributed.
 - 3.1.6. No unauthorized software or hardware shall reside on City computers.
 - 3.1.6.1. All hardware and software will be purchased and installed through the Information Technology department. Any commercial software residing on City computers shall be purchased through an authorized vendor or otherwise lawfully obtained.

- 3.1.6.2. The Information Technology department will be responsible for software and license compliance for software procured and installed by the Information Technology Department.
- 3.1.6.3. Unless previously authorized by the Information Technology department, all software licenses and media will be physically stored and managed by the Information Technology department.
- 3.1.6.4. Except as otherwise allowed under the software license, and except for backup/archival purposes, software owned by the City or installed on City computers is covered under the copyright laws and shall not be copied, duplicated, or installed on any other ***computing device***.
- 3.1.7. Use the City e-mail system responsibly.
 - 3.1.7.1. Employees may not use the City e-mail system for general distributions to all City employees without authorization from their department director or the City Manager.
- 3.1.8. Only use text messaging or instant messaging to communicate factual and logistical information:
 - 3.1.8.1. That is not a substantive part of the City's work.
 - 3.1.8.2. That has been documented, or necessarily will be documented, in separate public records.
 - 3.1.8.3. In the absence of separate documentation, City employees are not to use text messages for official purposes other than for routine communications that do not meet the definition of a "public record."
 - 3.1.8.4. This Administrative Regulation applies equally to an employee's "official" mobile phone or computer and to an employee's "personal" mobile phone or computer.
- 3.2. Examples of Acceptable Uses:
 - 3.2.1. Scheduling
 - 3.2.2. Requesting a call or email on a matter, without substantive discussion.
 - 3.2.3. Requesting or offering logistical assistance ("Can you help me get these boxes to the courthouse?")
 - 3.2.4. Forwarding any person's contact information ("I'm at 555-378-6002.")

- 3.2.5. Explaining your current whereabouts or inquiring about someone else's (We're at the meeting discussing this morning's announcement. Are you around?)
- 3.2.6. Describing facts or events that do not relate to the substance of the City's work ("Spilled coffee all over myself right before trial!"), or that have been or necessarily will be separately recorded ("Mr. Jones just testified to the committee that our bill would cost taxpayers \$3 million.")
- 3.2.7. Inquiring about events like those in the previous bullet ("Has Mr. Jones testified in committee yet?")

3.3. Unacceptable Uses:

- 3.3.1. City employees must make every reasonable effort to avoid any text messaging-based substantive discussions of the City's work. As noted above, substantive facts may be reported only if they are already documented in separate public records, or if they necessarily will be documented in separate public records.
- 3.3.2. If substantive, undocumented discussion about City business occurs via text message, employees must immediately copy the conversation into a public record format (such as their official email account).

3.4. Retention of Email, Text Messages and Instant Messaging:

- 3.4.1. See [Record Retention & Destruction](#) Administrative Regulation.

DEFINITIONS:

- 1. **"City Network"** is the City's network of computers, servers, connectivity and electronic computing devices.
- 2. **"Internet"** is the worldwide network of computers communicating with one another via an agreed upon set of Internet protocols. Internet access usually means employees have the capability to browse the World Wide Web and send email to anyone with an Internet email address.
- 3. **"Computing Devices"** is any electronic device used for processing, receiving, transmitting and storing information.
- 4. **"Public Record"** (as defined in ORS 192.005) is any information that:
 - 4.1. Is prepared, owned, used or retained by City of Springfield
 - 4.2. Relates to an activity, transaction or function of City of Springfield; and

4.3. Is necessary to satisfy the fiscal, legal, administrative or historical policies, requirements or needs of City of Springfield.

4.3.1. The following provisions apply to the definition of Public Record:

4.3.1.1. Public records may exist in any format, including in paper form or in electronic form (including e-mail).

4.3.1.2. Extra copies of a record, preserved only for convenience of reference, are not public records.

4.3.1.3. Messages on voicemail or on other telephone messages storage and retrieval systems are not public records.

4.3.1.4. Text messages and instant messages may constitute public records.

5. ***“Retention Schedule”*** (as defined in OAR 166-005-0010) is a document produced and approved by the State Archivist listing the length of time a record needs to be kept for administrative, legal, fiscal or historic purposes.

RESOURCES:

Administrative Regulations:

1.