

Administrative Regulations
City of Iowa City
Title: Internet/Intranet/Electronic Mail Policy
A.R. Number: Effective Date: 3/2014 Page: 1 of 2
Supersedes: May, 1999 A.R.: Dated: 3/2014



I. Purpose

This policy establishes guidelines regarding access to and disclosure of activity conducted on the City's internet/intranet/electronic mail system.

II. Policy

The City owns and maintains an internet/intranet/electronic mail system hereafter referred to as "system." This system is provided by the City for the purpose of conducting City business.

- A. The system hardware and software are owned by the City and as such are City property. Additionally, all messages composed, sent, or received on the system are and remain the property of the City. They are not the private property of any employee, and employees should not consider any communication via the system confidential, personal, and/or private.
- B. The use of the system is for the conduct of City business. Personal business or other non-job related activities should be minimized. Supervisors may further limit or restrict personal use.
- C. The system shall not be used to solicit or persuade for commercial ventures, religious or political causes, outside organizations or other non-job-related solicitations.
- D. The system shall not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information, or similar materials without specific prior authorization.
- E. The system shall not be used to create or retrieve any offensive or disruptive messages or files. Among those which are considered offensive are any messages or files that contain any comment that offensively addresses someone's age, color, creed, disability, gender identity, marital status, national origin, race, religion, sex, or sexual orientation.
- F. The confidentiality of any activity or message should not be assumed or expected. Deleting a message may not fully eliminate the message from the system. Further, the use of passwords for security does not guarantee confidentiality. The system automatically records information such as origin, destination, content, and amount of time used. The City Manager or designee may direct Information Technology Services staff to monitor sites accessed. The City Manager or designee also reserves the right to access, review, and audit all messages and files created, received, or sent over the system for any purpose, even after said message or file is deleted. The contents of any electronic mail or file may be disclosed without the permission or prior notification of the employee who sent or received the message or created the file. The City is not responsible if "hackers" retrieve, and make public, employee system activity. **Thus, considered caution should be used when transmitting privileged or confidential material via the system due to potential monitoring and/or access by unintended recipients. The confidentiality of any activity or message should not be assumed or expected. Deleting a message will not eliminate the message from the system. All email will be archived for a minimum of three (3) years.**
- G. Employees shall not use a code, access another employee's messages or files, or retrieve or modify any stored information, unless authorized to do so by a supervisor. All computer pass codes must be provided to supervisors upon request.


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III. Regulation Update and Responsibility

Periodic review and revision of this policy, along with questions regarding interpretation and enforcement of same, shall be the responsibility of the Director of the Finance Department.

Approved:



City Manager