

RESOLUTION 2016-D

**A RESOLUTION OF THE EATONVILLE TOWN COUNCIL
APPROVING A COMPUTER USE POLICY FOR ELECTED OFFICIALS**

WHEREAS, the Town of Eatonville will be providing laptop computers to elected officials for the purpose of providing an effective method to communicate, perform research, obtain information and receive electronic Council packets; and

WHEREAS, the Finance Committee and the Eatonville Town Council met and discussed providing Council members with computers for all official Town business; and

WHEREAS, adopting A Computer Policy will provide guidelines on appropriate use, care and requirements of Town-provided computers; now, therefore,

THE TOWN COUNCIL OF THE TOWN OF EATONVILLE, WASHINGTON, HEREBY RESOLVES AS FOLLOWS:

THAT: A Computer Use Policy for Elected Officials is approved in the form attached hereto as Exhibit A; and

FURTHER THAT: All elected officials shall agree to abide by the terms of the Computer Use Policy as a condition of receiving a Town-provided computer

PASSED by the Town Council of Town of Eatonville and attested by the Town Clerk in authentication of such passage this 11th day of January 2016.

Mike Schaub, Mayor

ATTEST:

Kathy Linnemeyer, Town Clerk

Town of Eatonville

Computer Use Policy for Elected Officials

PURPOSE: The Town of Eatonville provides a lap top computer to elected officials for the purpose of providing an effective method to communicate, perform research, obtain information, receive electronic Council packets, and to assist in performing Town-related tasks.

The purpose of this policy is to establish acceptable and appropriate use, care and requirements of Town-provided computers.

POLICY: It is the policy of the Town of Eatonville to adhere to Chapter 42.30 of the Revised Code of Washington (RCW) regarding Open Public Meetings and Chapter 42.56 RCW regarding Public Records.

- 1) Elected officials are expected, and have the obligation, to use good judgment when using the Internet and electronic communication tools during a Town Council meeting.
- 2) All records, regardless of format, related to the conduct of Town business reviewed, created or altered must be retained per the State of Washington Local Government Common Records Retention Schedule (the CORE manual), pursuant to Chapter 42.56 RCW and Chapter 40.14 RCW, Preservation and Destruction of Public Records.
- 3) The Town reserves the right to access, monitor and disclose the contents of electronic messages and any record, regardless of format, related to the conduct of Town business on a Town-issued device that elected officials use to conduct Town related business. Elected officials do not have a right to privacy when using the Internet with Town-issued computers and should have no expectation of privacy regarding the content of email communications.
- 4) All electronic messages, Internet and network activity must be appropriate to the Town's professional environment and consistent with the Town's policies prohibiting discrimination and harassment.
- 5) The Town owns all data, files, information, and communications created on, stored on, transmitted, received or exchanged via its network, communications systems, computers or other electronic devices. As a result, these documents, files, communications and messages are not private or confidential unless otherwise noted in the Revised Code of Washington.
- 6) Because electronic messages can be retrieved even after deletion by the author or recipient, and are not confidential, users should treat each electronic message as they would a hard copy that would potentially be distributed to everyone in the Town and subject to discovery in a legal proceeding.
- 7) All elected officials with access to a Town-issued computer are responsible for complying with the guidelines contained in this policy.

- 8) The following is a list of prohibited uses.
- a) Transmitting any material or message in violation of Federal, State, or Local law, Ordinance, Regulation or Town policy.
 - b) Anything that may be construed as harassment or disparagement of others based on race, national origin, sex, sexual orientation, age, disability, or religious or political beliefs will not be tolerated. This includes, but is not limited to sending threatening messages, slurs, obscenities, sexually explicit images, cartoons or messages.
 - c) Distributing sensitive, proprietary, or confidential information, except to authorized Town officials.
 - d) Distributing unauthorized broadcast messages, soliciting or proselytizing others for commercial ventures, religious or political causes, or other non-job related matters.
 - e) Accessing or distributing offensive or pornographic materials.
 - f) Using a Town provided computer, to accomplish personal gain, or to manage a personal business.
 - g) The unlawful reproduction or distribution of copyrighted materials not owned by the Town, including software, photographs, or any other media.
 - h) Developing or distributing programs that are designed to infiltrate computer systems internally or externally (viruses) or intentionally disrupting network traffic or crashing the network and connected systems.
 - i) Accessing or downloading any resource for which there is a fee without prior appropriate approval.
 - j) Giving your user name and password to anyone, except the Mayor, Town Clerk or designee for any purpose.
 - k) Using a Town-issued computer to assist a campaign for election of any person to any office or for the promotion of or opposition to any ballot proposition, except as set forth in RCW 42.17A.555.
- 9) The Town also needs to be able to respond to proper requests resulting from legal proceedings that call for electronically-stored evidence. Therefore, the Town must, and does, maintain the right and the ability to enter into any of these systems and to inspect and review any and all data recorded in those systems. Because the Town reserves the right to obtain access to all electronic mail messages left on or transmitted over these systems, elected officials should not assume that such messages are private and confidential or that the Town or its designated representatives will not have a need to access and review this information. Council members accessing Town Wi-Fi, whether on a private electronic device or Town-issued business equipment, should also have no expectation that any information stored on their computer – whether the information is contained on a computer hard drive, computer disks or in any other manner – will be private.

The Town reserves the right to regularly monitor electronic mail messages, information and all documents. The Town will inspect the contents of computers or electronic mail in the course of an investigation triggered by allegations of inappropriate use or as necessary to locate needed information that is not more readily available by some other, less

intrusive, means. The contents of computers and electronic mail, properly obtained for some legitimate business purpose, may be disclosed by the Town, if necessary, within or outside of the Town.

10) Legal Counsel may review any request for access to the contents of an elected official's Town-issued computer prior to access being made without the elected official's consent.

11) Any elected official who violates this policy for improper uses may be subject to revocation of the Town-issued computer.

12) All Town-issued equipment must be returned at the end of the elected official's term or at such time as the elected official leaves office.

Elected Official Acknowledgement

By signing below, I acknowledge that I have read, understand, and agree to abide by the Town of Eatonville Computer Use Policy for Elected Officials.

Further, I hereby consent that the Town of Eatonville or its authorized representative may monitor, review, and/or copy any information on the computer at any time, and may, without further notice, disclose such information to any third party or parties, including but not limited to the general public, governmental agencies, and law enforcement agencies.

Elected Official Signature

Date

Printed Name
