

POLICY STATEMENT NO. 2012-05

SUBJECT: Electronic Equipment and Services Policy

DATE: August 2, 2012 (revised October 24, 2023)

POLICY STATEMENT

SUBJECT: Electronic Equipment and Services Policy for Elected and Appointed Officials and Members of Boards, Commissions and Committees

WHEREAS, the Town of Gilbert ("Town") provides electronic equipment and services to elected and appointed officials and members of Town boards, commissions and committees ("Users") for the purpose of performing Town work efficiently and effectively; and

WHEREAS, use of electronic equipment and services will assist "Users" in the efficient performance of their public duties and thereby improve service to the public; and

WHEREAS, the Town Council desires to outline procedures which set forth the conditions for use of electronic equipment and services by Users.

NOW, THEREFORE, the following policy is hereby established:

1. Each User shall comply with this policy when using electronic equipment and services provided to such User.
2. Each User shall comply with all Town technology and security standards, procedures, and guidelines when using electronic equipment and services provided to such User.
3. Each User shall use their Town issued user ID and password for accessing Town systems. In the event account registration is required for services, each user shall use a Town issued email account when electronic equipment or services require the creation of user accounts that will be used to send official Town documents, including without limitation Town Council agendas, staff reports, and the like. Use of personal or non-Town of Gilbert email accounts for registration of services and conducting Town business is prohibited.
4. Electronic equipment and services provided by the Town are tools for conducting Town business. The use of such tools will be solely for Town related purposes, such as, to review Council, Board and Commission agenda materials, research relevant topics, obtain useful information for Town related business, and conduct business communications as appropriate. All of the Town's computer systems, including electronic equipment and services provided to Users, are public property. All documents, files, and email messages are subject to the Arizona Public Records Law and are considered the property of the Town of Gilbert. Users shall comply with Town procedures on preservation and retention of public records when using Town issued electronic equipment and services.
5. Users shall comply with the copyrights, software license provisions, and property rights of the Town. All existing Town policies, standards, procedures, and guidelines will continue to apply to

use of the Internet and to use of E-mail, including but not limited to those that deal with misuse of Town resources, sexual harassment, information and data security, and confidentiality.

6. Electronic equipment and services activity will be traceable to the Town of Gilbert and will impact the reputation of the Town. Users shall refrain from making any false or defamatory statements in any Internet forum and from committing any other acts which could expose the Town to liability. Users shall not download files from sources which may be untrustworthy nor shall Users open and read files attached to E-mail transmissions unless they originate from a trustworthy source. Downloaded files and attachments may contain viruses or hostile applications that could damage the Town's systems. Users will be held accountable for any breaches of security caused by files obtained for non-business purposes.

7. There is no expectation of privacy with respect to the use of electronic equipment and services. The Town reserves the right to inspect all files stored on electronic equipment or monitor provided services in order to assure compliance with this policy. Users do not have any privacy right in any matter created, received, stored in, or sent from or with any Town electronic equipment or services and the Town Manager may institute appropriate practices and procedures to assure compliance with this policy.

8. Users shall use only those technology tools (including but not limited to hardware, software, cloud services) vetted, approved, and licensed by the Town for conducting Town business.

9. Users shall not download any application, or software to electronic equipment that are not for the sole purpose of conducting Town business. Use of cloud services is restricted to those approved by the Town. Electronic equipment will be equipped and periodically updated with such applications and software as may be reasonably necessary and appropriate to perform Town related duties. Any software or data (E-mail messages, files, etc.) downloaded via the Internet into the Town systems become the property of the Town and may only be used in ways that are consistent with licenses or copyrights.

10. Users shall not send any messages of an obscene, libelous, vulgar, or defamatory nature. Users shall not use any messaging service during any Town meeting and Users will not use any technology in a way that might violate the Public Record Law.

11. Users shall not use the electronic equipment or services for operating a business for personal gain, sending chain letters, soliciting money for religious or political causes, or any other purpose that does not relate to Town business activities.

12. Users shall not use the electronic equipment and services to deliberately propagate any virus or other hostile computer program or file, to disable or overload any computer system or network, or to circumvent any system intended to protect the privacy or security of another user.

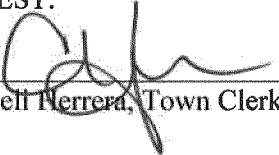
13. In using the electronic equipment and services, Users shall identify themselves honestly, accurately, and completely at all times.

14. Users shall return their electronic equipment to the Information Technology division when their term and service for the Town of Gilbert has ended or upon request by the Town Manager. Data will be backed up and the electronic equipment will be wiped clean of any and all information upon return of the electronic equipment to Information Technology. Users shall notify the Town's Office of Information Technology immediately in the event that electronic equipment is lost or stolen so appropriate action can be taken to protect the Town's information and services.



Brigette Peterson, Mayor

ATTEST:



Chavell Herrera, Town Clerk