

## **Falmouth Fire-EMS Operating Guideline**

### **Computer and Internet Use**

#### **Objective:**

To provide guidelines on acceptable use of computer and internet through the Town of Falmouth.

#### General Information:

Each station has computers, terminals, laptops, etc. Each member must comply with the Town of Falmouth Computer and Internet Use Policy.

#### Computer and Internet Use:

The Town's computers and network system are provided for purposes related to business operations and performance of employees' job responsibilities. Incidental personal use of Town computers is permitted as long as such use: 1) does not interfere with the job responsibilities and performance of the employee and/or co-workers; 2) does not interfere with system operations; and 3) does not violate this policy and/or any laws. "Incidental personal use" is defined as use by an individual employee for occasional personal communications.

Some examples of inappropriate uses of computers include but are not limited to:

- Transmitting or receiving sexually explicit comments or images;
- Transmitting or receiving materials or images that may offend or harass someone based on their race, color, sex, religion, national origin, ancestry, age, sexual orientation, genetic information, or physical or mental disability;
- Any use of computers prohibited by state or federal laws, including but not limited to, on-line gaming of any kind;
- Using computers for profit-making purposes;
- Accessing and/or sharing files and materials without proper authorization;
- Unauthorized downloading of material from the Internet for non-work use;
- Unauthorized downloading or copying of software;
- Disruptive acts, such as introducing viruses into the computer system;
- Using someone else's password or providing others with your password;
- or
- Using computers for non-work related activities such as shopping on the Internet; or personal e-mails or solicitations.
- Any communication that represents an employee's personal views as those of the Town or that could be misinterpreted as such.
- Failing to comply with system requirements.

All computers remain under the control, custody and supervision of the Town. Employees have no expectation of privacy in their use of Town computers and the Town reserves the right to monitor all computer and Internet activity by employees.

Employees who violate this policy are subject to disciplinary action up to and including termination of employment. The complete Computer and Internet Use Policy is available in Administration at Central Station.

These guidelines may be changed or altered by the Fire Chief at any time.