

CITY OF ROSEVILLE, CALIFORNIA

ADMINISTRATIVE REGULATION

APPROVED:



RAY KERRIDGE, CITY MANAGER

Number: A.R. 1.04

Date Effective: October 1, 1991

Date Revised: October 19, 2010

SUBJECT: USAGE OF CITY COMPUTER & TELECOMMUNICATIONS RESOURCES

PURPOSE

It is the purpose of this Administrative Regulation to govern the usage of City computer and telecommunication resources which include but are not limited to personal computers, computer servers, personal digital assistants, software, networking resources, telecommunication (including voice mail) and any and all data.

POLICY

City computer and telecommunication resources are to be used by City employees only for City-related activities. City computer and telecommunication resources are not to be used for personal or other non-City related business activities. Incidental use of computer and telecommunication resources is allowed with Department Head approval. All computer based data is to be considered the property of the City and cannot be used for personal/private purposes. Electronic and telephone voice mail distributed via City computer and telecommunication resources are also considered as City property and cannot be considered the private property of the sender or recipient. Electronic mail and instant messaging should be utilized in a similar manner as the City telephone.

The City is entitled to a copy of any data/information maintained on its computer systems. The City maintains the right to control and monitor all use of its telecommunication and computer resources.

Proprietary software and its associated documentation are subject to copyright laws and licensing agreements and are not to be reproduced unless authorized under a licensing agreement. Appropriate documentation to substantiate the legitimacy of the software is necessary. Employees will not use unauthorized or personal software on City computer resources.