

5. Electronic Communications Equipment Resources and Systems

a. Technology as a Privilege

The City of Little Rock provides employees with access to and use of a variety of electronic resources. These resources are provided to employees in an effort to allow them to be more efficient, productive and to have access to information and equipment that is necessary for them to carry out their responsibilities as an employee. Employees are expected and required to use these resources in a manner consistent with their position and work responsibilities.

b. Privacy of Information

All electronic media communications systems and all communications and information transmitted, received by or stored in these systems are the property of the City of Little Rock. Employees should be advised that management reserves the right to monitor electronic equipment or systems usage at any time. Additionally, employees are reminded that communication records are subject to the Arkansas Freedom of Information (FOI) Act.

c. Resources and Systems

Electronic Communications Equipment Resources and Systems include, but are not limited to: computer (including e-mail), electronic (including paging), and telephone communications (including voice mail and radio) systems; televisions, computers, facsimile machines and copying machines; and any other equipment or systems used for the transmission, reception or storing of information. This policy applies whether an employee accesses the City's equipment or systems in the workplace or from outside the workplace regardless of the time of day used. Additionally, non-exempt employees should not access these systems from non-work locations for work purposes unless they have received approval in advance to work from other locations and that may result in overtime. This includes checking voice mail at home or using a City phone to make work related phone calls after hours.

d. Acceptable Uses

Limited, occasional or incidental use of electronic media for personal, non-business purposes, is understandable and acceptable. However, employees need to demonstrate a sense of responsibility and may not abuse the privilege. Employees are required to use "hands free" equipment if using a personal or City-owned cell phone while operating City equipment. Departments will be responsible for issuing their own policies regarding employee personal cell phone usage while working.

Only an approved group of employees will have the authority to send emails to the Announcements distribution group. Employees needing to broadcast an email to the Announcements distribution group, must forward the email to their Department Director or their designee who will determine if the e-mail is appropriate for Announcements. If determined appropriate, the Director or designee will forward the email to the Announcements group. The message must be related to City business or provide pertinent information to employees. Departments will have the ability to add employees who need direct access to the Announcements group (without going through their Director) as part of their job duties. Should employees need immediate access to Announcements and unable to contact their Department Director or their designee, employees can forward the email to the Labor and Employee Relations

Manager in the Human Resources Department or Director of Information Technology.

Employees must receive approval from their department director before enrolling in classes conducted via the Internet during work hours.

Employees should exercise proper email maintenance and storage to avoid exceeding the mailbox storage maximum. This will ensure that employees continue to receive email notifications and limit the space utilized on the City's email server. Employees should exercise proper attention in the opening/sending/forwarding of attachments and executable files to limit exposure to computer viruses.

- e. Equipment and resources shall **not** be used for any of the following purposes:
1. knowingly transmitting, retrieving or storage of any communications of a discriminatory or harassing nature, including, but not limited to, sexually explicit images, messages or cartoons, or any transmission that contains ethnic slurs, racial epithets, or anything that may be construed as harassment or disparagement of others based on their race, national origin, sex, age, disability or religion;
 2. distribution of communications of a defamatory or threatening nature or containing profanity i.e., irreverent in language; taking the name of God in vain; given to swearing; blasphemous; as, a profane person, word, oath, or tongue;
 3. conducting business involving outside employment or any activity for personal gain, such as buying or selling of commodities or services with a profit motive;
 4. electronic media and services should not be used in a manner that is likely to cause network congestion or significantly hamper the ability of other employees to access and use the system e.g., viewing/playing games, radio, music, sound files, clips, movies, or videos over the internet;
 5. any form of gambling;
 6. transmitting material, information, software, or installing software, in violation of any local, state or federal law, including but not limited to copyright laws;
 7. conducting any non-city related fund raising or public relations activities or participating in political activities;
 8. sending or forwarding chain letters, virus hoaxes, etc.
 9. excessive visiting or participating in chat rooms;
 10. spending inordinate amounts of time, on the web surfing, or on personal phone calls;
 11. any other purpose which is illegal, against City policy or contrary to the City's interest, including but not limited to phishing or hacking;

12. connecting non-approved computers, PDAs, cell phones, or devices and installing unapproved software, to any of the city's systems, including but not limited to the city's network. Once the device is approved by Information Technology strict protocol must be followed in the connection of the device since failure to do so could expose the system to viruses.
13. loading of City owned software on personal computer equipment;
14. Sending mass emails to multiple users or Departments that are not related to City business or pertinent to City operations.

f. Enforcement and Penalties

The sharing of passwords, using a password that is not assigned to the employee using it or accessing a resource or system which the employee is not authorized to use, are expressly prohibited. Any employee found to have violated this policy or to be abusing the privilege of City-facilitated access to electronic equipment, resources, or services, will be subject to disciplinary action up to and including termination. Additionally, the City may remove email and/or internet access at any time.