

The issuance of a Village credit/debit card is a privilege that may be revoked at any time. Any card holder found in violation of this policy may be forced to surrender the card and may be subject to discipline. Employees shall surrender their Village credit/debit card upon request, including at the time of termination.

### **Use of Communication Systems**

The Village of Decatur provides its employees with the necessary communication equipment for prompt and efficient execution of Village business such as telephones, cell phones, voice mail, radios, etc. Supervisors are responsible for instructing employees on the proper use of communications equipment for both internal and external Village communications.

All Village communications, equipment, and services, including personal messages transmitted or stored by them, are the property of the Village of Decatur. As they are Village property, all Village communications, services, and messages are subject to all Freedom of Information Act (FOIA) requirements and may be required to be made public upon request. In addition, the Village may access and monitor internal and external communications as deemed appropriate.

Improper use of Village's communication equipment or systems will result in discipline, up to and including termination. Improper use includes communication that violates the harassment policy or policies regarding personal use or abuse of Village property or any other policy contained within this manual.

### **Mobile Devices**

Employees may be issued Village-owned mobile devices to assist them in performing the duties of their job. Like all Village resources, employees should have no expectation of privacy with regard to these mobile devices and recognize that they may be asked to surrender their device at any time, with or without notice.

The Village understands that employees may use their Village devices for personal use from time to time; however, any usage that results in additional expenses for the Village may result in the employee being responsible to reimburse the Village (i.e. roaming charges, download charges, overage of contracted minutes, etc.)

Additionally, any Village document or correspondence stored on an employee's Village-owned device is still the property of the Village and may be requested at any time. Should an employee lose a Village-owned device, the Village Clerk/Treasurer must be notified immediately.

In certain circumstances, and on a case-by case basis, the Village may provide a stipend for the use of a mobile device where doing so would be mutually more advantageous than providing a Village-owned mobile device. Individuals considering this option should submit a request to the Village Manager's office in December of each year.

### **Computer, Internet, and E-Mail, Policy**

All documents, e-mail, and other electronic work products originating from or received by the Village computer systems are the property of the Village of Decatur, and are not considered private information. Employees should have no expectation of privacy with regard to computer use and communications.

### General Computer Policies

- Only those persons given permission are permitted to use any computer resource owned, rented or leased by the Village of Decatur.
- Only designated personnel or persons contracted by the Village may install software or hardware on any Village computer system. Prior approval from the Village Manager's office is required before installing anything on a Village computer or device.
- All disks, CDs or any other file storage device brought from any outside entity must be scanned for viruses before being loaded on the Village's computer system.
- Unlawful copying of any software is strictly forbidden. This includes loading unlicensed software on Village computers or loading Village software on computers that are not owned, rented or leased by the Village.
- Employees may not delete or destroy any electronic records or documents related to official Village business except as provided in official record retention and disposal policies of the Village Clerk/Treasurer.

### Internet Use

- Access to the Internet is provided as a tool for official Village-related research and communication.
- Use of the Village's computer resources or Internet service for any unlawful purpose is strictly prohibited.
- The Village may actively monitor incoming and outgoing Internet traffic; employees should have no expectation of privacy.
- Inappropriate or unlawful use of the Internet may result in the loss of access for the user and/or disciplinary action up to and including discharge.

### E-mail Use

- E-mail usage is for official Village communication purposes only, whether it is internal or external.
- Electronic mail may constitute a public record under certain circumstances and may be accessible or obtainable by individuals, agencies and others outside the Village of Decatur.
- Employees may not delete or destroy any email communications related to official Village business except as provided in official record retention and disposal policies of the Village Clerk/Treasurer.
- The Village may actively monitor incoming and outgoing email; employees should have no expectation of privacy.

### Website

The purpose of the Village's website is to provide information about Village operations and governance as well as information of general interest to the community. The Village Manager or his or her designee has final approval of any links or postings to the website.