

City of Winooski Information Technology Policy

Purpose Statement:

Technology has become a major component of City operations and can stop activity and negatively impact residents if it fails for any reason. E-mail, Internet access, computers, phones, and other forms of technology are tools that are provided by the City of Winooski to employees to facilitate timely and efficient conduct of business. To help ensure that tools are used appropriately the City has developed the following policy.

Definitions:

Contractor: Person who performs services to the City though employed by a separate entity where work rules are determined.

Disruptive Communication: Communication created with the intent to commit any crime, abuse, threaten, terrify, intimidate, or harass another person or that makes any request, suggestion, or proposal that is obscene, lewd, lascivious, or indecent or that threatens physical harm to person or property.

Employee: Person who performs services for the City under its work rules and receives compensation in return for such service.

Offensive Communication: Communication that contain sexual innuendo, racial or ethnic slurs, or other comments that offensively address someone's actual or perceived race, color, religion, national origin, sex, sexual orientation, gender identity, ancestry, place of birth, age, crime victim status, physical or mental condition, or any other federally or state protected characteristic.

Applicable Standards:

City of Winooski Personnel Manual - Section 3.4.12 Equipment Technology and Uniforms Issue, Section 5.3.8 Personal Business, Section 9.07 Social Media

Statement:



An individual or committee shall be designated in procedure to be responsible for information technology procedures and planning. That designee will work with our information technology vendor to conduct regular assessments of the security of the network. Issues identified shall be remediated as soon as possible. Maintenance and replacement planning for technology shall be considered during the creation of operating and capital budgets.

Procedures governing best practices for technology, internet, and e-mail use shall be established with training for staff available. At a minimum passwords shall be used for user access to the City server, web accounts, e-mail, voicemail, and remote server access and those passwords will be unique for each individual user and are not to be shared. Workstations should be locked when not in use to prevent access of secure information. Users of City technology shall not tamper with, disable, or circumvent any security mechanism, including but not limited to software applications, anti-virus, anti-malware, login account controls, network security rules, and hardware devices. Any access to City accounts using a password on personal or public devices require that the employee sign out after use.

A business e-mail address may be issued as a benefit that comes with employment or contract award in accordance with approved e-mail procedures. All e-mail that comes through the City system is the property of the City of Winooski. Employees and contractors should have no expectation of privacy for e-mail or internet use conducted within the City's system.

Employees are expected to comply with personnel manual regulations governing personal use of equipment and technology. Employees accessing the system remotely from offsite locations shall treat those connections as the use of City technology. No technology owned by the City of Winooski, even if issued to an employee for use from home, shall be used for the sending, receiving, or creation of offensive or disruptive communication. No person gaining access to the internet via technology owned by the City of Winooski shall send, receive, or create illegal or pornographic materials. Users shall not introduce any prohibited information or technology resources that could disrupt operations or compromise security of the City's technology. Users must not use City technology to upload, transmit or post copyrighted or otherwise protected material to or from the internet without the permission of the owner or persons owning the copyright or other intellectual property rights to the transmitted material.

Violations of this policy and related procedures may result in disciplinary action in accordance with the City Charter, the personnel manual, or the governing collective bargaining agreement.



City of Winooski

Vermont's Opportunity City

27 West Allen Street
Winooski, Vermont 05404
802 655 6410
winooski.vt.gov

References:

Consultation with Jean Chaulot vCIO, Symquest
VLCT Five Critical Cybersecurity Zones Handout for Employees

Author:

Angela Aldieri, Finance Director

Review/Approval:

Finance Commission Review:
City Council Approval:

