

CLARENCE FIRE DISTRICT NO. 1

Acceptable Use Policy:

I. Scope: This policy applies to all individuals with access to technology provided by the Clarence Fire District No. 1

II. Definitions: *For the purpose of this document an [EMPLOYEE] is defined as someone who is authorized and commissioned to act on behalf of Clarence Fire District No.1*

III. Guidelines:

A. Computers and Related Equipment

1. Clarence Fire District No.1 provides employees access to computers, printers, copiers and other equipment on an as-needed basis, to perform their job requirements. This equipment is to be used exclusively for the business activities of Clarence Fire District No. 1. Employees found to be using district computer equipment for personal use may be subject to appropriate disciplinary action, up to and including termination.
2. Employees are required to maintain their computers and related equipment in good working order. If any of your equipment needs service, repair or maintenance, notify the district by submitting a “*computer system problem form*” (see Attachment 1) to the Fire District Secretary.
3. Employees shall not use district systems to knowingly violate any town, state, or federal laws.
4. Computer games and personal software may not be installed on district equipment.
5. District equipment shall not be used to create or store personal information or projects.
6. District equipment shall not be used to store or display images depicting violence, sexually explicit material or racially offensive material.
7. Software installed on district computers must be properly licensed and installed at the direction of the Commissioner in charge of technology.
8. Commissioner in charge of technology.
9. Employees are not permitted to download any software (free or otherwise) without permission from the Commissioner in charge of technology. Such permission will be granted on an individual, as-needed basis.

B. Internet

1. District computer systems, connected to the internet, are connected for firematic business purpose only. Accessing the internet for personal use is prohibited. Employees are expressly prohibited from allowing any third party to use district provided computers or internet services.
2. Conducting firematic business on the internet must be done following all guidelines and policies for conducting business in conventional settings.
3. Do not expect privacy on district computers. Our software and systems have the capability of tracking each visit, each email, each chat and each file transfer, by every computer on the system. A complete assessment of an individual’s computer and/or activity can be done at any time.
4. Clarence Fire District No.1 maintains the right to limit internet access.
5. Clarence Fire District No.1 will comply with any reasonable requests from law enforcement to review internet activities of any employee.
6. While accessing the internet, employees should be fully aware of the global reach of the media. Employees are required to maintain a high level of dignity and be mindful that they represent Clarence Fire District No. 1 to the world at large while online.
7. For protection of Clarence Fire District No.1’s network and proprietary information, security measures have been installed on the system. No employee shall, under any circumstances, attempt to disable or circumvent these security measures.

C. E-Mail & Electronic Communication

1. District provided email is for firematic purposes only. Personal use should be kept to an absolute minimum.
2. All emails, sent or received, are company records and as such, are accessible to appropriate staff members. Any e-mail sent or received is subject to current FOIL (Freedom of Information Law) guidelines, set forth by New York State.
3. No anonymous emails can be sent from company systems. All employees are required to identify themselves by name and email address.
4. Chat room participation is prohibited except for firematic business related forums which require prior approval from the Commissioner in charge of technology.

IV. This policy was adopted on June 16, 2010

By order of the Board of Fire Commissioners

Clarence Fire District No. 1

Policy Number 10-06-31

F:/District Secretary/Policies/ Acceptable Use

CLARENCE FIRE DISTRICT NO. 1 COMPUTER SYSTEM PROBLEM FORM

Date of Problem: _____

Computer Terminal Location: _____ Chief's Office _____ Chief's Laptop
(please check one)

_____ Copier Room _____ District Office

_____ Rescue 5 laptop _____ Equipment Room

_____ President's Office

Description of Problem (please include as much detail as possible):

Problem reported by: _____

Phone numbers to reach you for additional questions: _____

Dates

Signatures

Logged by District Secretary: _____

Copied to Commissioner: _____

Problem corrected: _____

Form returned to originator: _____

Instructions:

- 1.) Original form shall be submitted to Fire District Secretary.
- 2.) When resolved, copy shall be returned to District Secretary to document dates.
- 3.) A copy of the completed form shall be returned to the originator by the District Secretary. The original form will be kept on file in the District Office for future reference.