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|  CRANBERRY <small>TOWNSHIP</small> | INTERNET USE POLICY | Policy No.: 620 Date: 2-7-2012 |
| | | Supersedes: Date: |

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| APPLICABLE TO FOLLOWING GROUPS: All Employees |
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POLICY

The policy of the Township is to establish rules and guidelines for the appropriate use of the Township's Internet resources, including the World Wide Web, electronic mail, the intranet, FTP (file transfer protocol), and USENET. Your account provides you with access to networks around the world through these services. Use of these services is subject to the following conditions. This policy shall replace the "Internet Access" section of Manager's Directive 98-01.

SCOPE

This Policy pertains to all Township employees, regardless of status, who utilize a Township computer or obtain access to the system from outside the Township.

PROCEDURES

Individual Accounts

Internet access within the Township is controlled through individual accounts and passwords. Department managers are responsible for defining which employees require Internet access to perform their job functions.

Each user of the Township system is required to read this Internet policy and sign an Internet use agreement prior to receiving Internet access.

Appropriate Use

Individuals at the Township are encouraged to use the Internet to further the goals and objectives of the Township. The types of activities that are encouraged include:

- Communicating with fellow employees, business partners of the Township, and clients within the context of an individual's assigned responsibilities;

- Acquiring or sharing information necessary or related to the performance of an individual's assigned responsibilities;
- Participating in educational or professional development activities.

Inappropriate Use

Individual Internet use will not interfere with others' use of the Internet. Users will not violate the policies of any network accessed through their account. Internet use at all times will comply with applicable laws, Township policies, and all relevant Township contracts. This includes, but is not limited to, the following:

- The Internet may not be used for illegal or unlawful purposes, including, but not limited to, copyright infringement, obscenity, libel, slander, fraud, defamation, plagiarism, harassment, intimidation, forgery, impersonation, illegal gambling, soliciting for illegal pyramid schemes, and computer tampering (e.g. spreading computer viruses).
- The Internet may not be used in any way that violates Township policies, rules, or administrative orders including Managers Directive 98-01. Use of the Internet in a manner that is not consistent with the mission of the Township, misrepresents the Township, or violates any Township policies, is prohibited.
- Individuals shall limit their personal use of the Internet. The Township does allow limited personal use for communication with family and friends, independent learning, research, and public service. The Township prohibits internet use for mass unsolicited mailings, access for non-employees to Township resources or network facilities, competitive commercial activity unless pre-approved by the Township, and dissemination of chain letters.
- Individuals may not view, copy, alter, or destroy data, software, documentation, or data communications belonging to the Township or other individuals without authorized permission of the Chief Information Officer.
- In the interest of maintaining network performance, users shall not send unreasonably large electronic mail attachments, unless absolutely necessary for Township business.

Security

For security purposes, users may not share account or password information with another person. Internet accounts are to be used only by the assigned user of the account for authorized purposes. Attempting to obtain another user's account password is strictly prohibited. Users are required to obtain a new password if they have reason to believe that any unauthorized person has obtained their password. Users are to take all necessary precautions to prevent unauthorized access to Internet services.

Limited and Restricted Services

The Township limits or restricts certain internet services to maintain network performance and productivity. Any attempt to bypass the limits or restrictions without the authorization of the Director of Information Technology or his designee shall be a violation of this policy.

Limited and restricted services shall be automatically limited by filtering software used by the Township. The software shall prevent the use of restricted services and allow only partial availability of limited services. At the time of writing restricted and limited services automatically filtered by the filtering software are:

- Web-based Email Systems
- Instant Messaging
- Gopher
- WAIS
- Peer-to-Peer File Sharing
- Proxy Avoidance
- Remote Access excepting Citrix, Telnet, Terminal Services, and WebEx
- Streaming Media
- Ident, LDAP, NFS, SOCKS
- Websites in the following categories (as categorized by filtering software):
 - Adult Material
 - High Bandwidth Productivity Loss
 - Drugs
 - Gambling
 - Games
 - Illegal or Questionable
 - Malicious or Security Threats
 - Racism and Hate
 - Security Productivity Loss
 - Sports
 - Tasteless

Failure to Comply

Violations of this policy will be treated as other allegations of wrongdoing within the Township. Allegations of misconduct will be adjudicated according to established procedures. Sanctions for inappropriate use of the Internet may include, but are not limited to, one or more of the following:

- Temporary or permanent revocation of access to some or all computing and networking resources and facilities;
- Possible disciplinary action, up to and including suspension and/or termination, dependent upon the severity of the action;

- Possible legal action, in the event laws are broken or contractual agreements are violated, according to applicable laws and contractual agreements.

Monitoring and Filtering

The Township may monitor any Internet activity occurring on Township equipment or accounts. The Township currently does employ filtering software to limit access to sites on the Internet. If the Township discovers activities which do not comply with applicable law or departmental policy, records retrieved may be used to document the wrongful content in accordance with due process

Disclaimer

Cranberry Township assumes no liability for any direct or indirect damages arising from the user's connection to the Internet. The Township is not responsible for the accuracy of information found on the Internet and only facilitates the accessing and dissemination of information through its systems. Users are solely responsible for any material that they access and disseminate through the Internet.

Employees should contact the Human Resources Department with any questions regarding this policy.

INTERPRETATION AND CONTROL

Department Directors, Managers and Supervisors are responsible for overseeing this policy on a daily basis and addressing any suspected patterns of abuse with offending employees.

The Information Technology Department is responsible for the interpretation and control of this policy.

The Board of Township Supervisors, operating through the Township Manager, has the ultimate authority for this policy.