DIRECTIVE NO	ITS-004
TITLE	INTERNET POLICY
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APPROVED BY	INFORMATION TECHNOLOGY SERVICES STEERING COMMITTEE (CFO, COO, ITS DIRECTOR, AUDITOR GENERAL)
DISTRIBUTION	ALL EMPLOYEES

1. STATEMENT OF POLICY

All City of Detroit internet users will adhere to this policy. The City of Detroit has software and systems in place that can monitor and record all Internet usage. City of Detroit reserves the right to inspect any and all files stored in private areas of our network in order to assure compliance with policy. Sexually explicit material may not be displayed, archived, stored, distributed, edited or recorded using City of Detroit network or computing resources. Use of any City of Detroit resources for illegal activity is grounds for immediate dismissal, and we will cooperate with any legitimate law enforcement activity. Any software or files downloaded via the Internet into the City of Detroit network become the property of the City of Detroit No employee, business partner or vendor, business partner may use City of Detroit facilities knowingly to download or distribute pirated software or data. No employee, business partner or vendor may use the City of Detroit Internet facilities to deliberately propagate any virus, worm, Trojan horse or trap-door program code. Employees, business partners or vendors with Internet access may not use City of Detroit Internet facilities to download entertainment (music, videos, cartoons, moves, etc.) software, pornographic images or games, or to play games against opponents over the Internet. Employees, business partners or vendors with Internet access may not upload any software licensed to the City of Detroit or data owned or licensed by the City of Detroit without explicit authorization from the manager responsible for the software or data.

2. PURPOSE

This policy is intended to for all City of Detroit internet users. The purpose of this Internet Policy is to establish the rules for the use of internet for all City employees, business partners or vendors. This includes the sending, receiving, viewing or storing of any kind of data and information (video, texts, audio, pictures, etc) via internet while using the City of Detroit Information Technology resources. The Internet Policy applies equally to all individuals granted access privileges to any City of Detroit data and information resource with the capacity to send, view, receive, or store data and information via internet. This includes employee, business partners or vendors. This policy is hardware independent as it covers workstations,

notebooks, tablets, smart phones assigned by the City and approved Bring Your Own Device (BYOD).

APPROPRIATE INTERNET USAGE IS IMPORTANT FOR THE FOLLOWING THREE CENTRAL REASONS:

1. Employee, business partner or vendor Productivity
   - Organizations typically measure productivity based on specified goals and objectives, as well as by examining how employees, business partners or vendors allocate their time. Management should have the information it needs to examine how employee, business partner or vendors spend their time on the Internet.
2. Network Bandwidth and Resources
   - Internet access is not free. Excessive non-business usage of the Internet results in real costs to the organization and is monitored. For example: the cost to upgrade network resources such as leased lines, routers, disk storage, and printers in order to handle increased load; as well as the cost of wasted time caused by slow network response or unreliable connections;
3. Potential Legal Liabilities and/or Negative Publicity
   - Inappropriate usage of the Internet may result in legal liabilities and/or negative publicity to the organization. Examples of inappropriate usage include, but are not limited to:
     - The creation of, receipt, display or transmission of threatening, hostile, harassing, sexually and/or racially offensive language or any other communication that is deemed inappropriate.
     - The creation of, receipt, display or transmission of certain data and information may violate software licensing laws and may constitute illegal downloading;
     - Certain activities on the internet may qualify as impermissible personal business conducted from a City of Detroit's server; and/or
     - Certain activities can result in connection with inappropriate sites on the Internet allowing the City of Detroit's domain to be captured, possibly resulting in negative publicity.

3. POLICY PROVISIONS

GENERAL

1. The City of Detroit has software and systems in place that monitor and record all Internet usage. Our security systems are capable of recording (for each and every user) each World Wide Web site visit and each email message into and out

of our internal networks, and we reserve the right to do so at any time. No employee, business partner or vendor should have any expectation of privacy as to his or her Internet usage. Our managers will review Internet activity and analyze usage patterns and they may choose to publicize this data to assure that City of Detroit internet resources are devoted to maintaining the highest levels of productivity. See section titled "Monitoring".

2. City of Detroit reserves the right to inspect any and all files stored in private areas of our network, City assigned mobile device or when using the BYOD concept in order to assure compliance with policy.
3. The display of any kind of sexually explicit image or document on any City of Detroit system is a violation of our policy on sexual harassment. In addition, sexually explicit material may not be archived, stored, distributed, edited, or recorded using our network or computing resources.
4. The City of Detroit uses independently-supplied software and data to identify inappropriate or sexually explicit Internet sites. We may block access from within our networks to all such sites that we know of. If you find yourself connected accidentally to a site that contains sexually explicit or offensive material, you must disconnect from that site immediately, regardless of whether that site had been previously deemed acceptable by any screening or rating program.
5. The City of Detroit Internet facilities and computing resources must not be used to violate the laws and regulations of the United States or any other nation, or the laws and regulations of any state, city, province or other local jurisdiction in any material way. Use of any City of Detroit resources for illegal activity is grounds for immediate dismissal and we will cooperate with any legitimate law enforcement activity.
6. Each employee, business partner or vendor using the Internet facilities of the City of Detroit shall identify himself or herself honestly, accurately and completely, when setting up accounts on outside computer systems.
7. Only those employee, business partner or vendors or officials who are authorized to speak to the media, to analysts or at public gatherings on behalf of the City of Detroit may speak/write in the name of the City of Detroit in any electronic communications. Where an individual participant is identified as an employee, business partner or vendor or agent of the City of Detroit the employee, business partner or vendor must refrain from any political advocacy and must refrain from the unauthorized endorsement or appearance of endorsement by the City of Detroit of any commercial product or service not sold or serviced by City of Detroit, its subsidiaries or its affiliates.
8. The City of Detroit retains the copyright to any material posted on the Internet by any employee, business partner or vendor in the course of his or her duties.

9. Employee, business partner or vendors are reminded that it is inappropriate to reveal confidential data and information, and any other material covered by existing City of Detroit secrecy policies and procedures on the Internet. Employee, business partner or vendors releasing such confidential data and information— whether or not the release is inadvertent — will be subject to the penalties provided in existing City of Detroit policies and procedures. This type of information includes:
   - PII - Personally Identifiable Information
   - PHI – Protected Health Information
   - FTI – Federal Tax Information
10. Use of City of Detroit Internet access facilities to commit infractions such as misuse of City of Detroit assets or resources, sexual harassment, unauthorized public speaking and misappropriation of intellectual property are also prohibited by general City of Detroit policy and will be sanctioned under the relevant provisions of the City of Detroit Code of Conduct
11. Because a wide variety of materials may be considered offensive by colleagues, constituents or suppliers, it is a violation of City of Detroit policy to store, view, print, or redistribute any document or graphic file that is not directly related to the user's job or the City of Detroit activities.
12. Employees, business partners or vendors may use their Internet facilities for non-business research or browsing during meal time or other breaks, or outside of work hours, provided that all other usage policies are adhered to.
13. Employees, business partners or vendors with Internet access must take particular care to understand the copyright, trademark, libel, slander, and public speech control laws of all countries in which this governmental agency maintains a business presence, so that our use of the Internet does not inadvertently violate any laws which might be enforceable against us.
14. Employees, business partners or vendors with Internet access may not use City of Detroit Internet facilities to download images or videos unless there is an express business-related use for the material.
15. Employees, business partners or vendors with Internet access may not upload any software licensed to the City of Detroit or data owned or licensed by the City of Detroit without the express authorization of the manager responsible for the software or data.

TECHNICAL

16. User IDs and passwords help maintain individual accountability for Internet resource usage. Any employee, business partner or vendor who obtains a password or ID for an Internet resource from City of Detroit must keep that

password confidential. City of Detroit policy prohibits the sharing of user IDs or passwords obtained for access to Internet sites.

17. Employees, business partners or vendors should schedule communications - intensive operations such as large file transfers, video downloads, mass e-mailings and the like, for off-peak times.
18. Any file that is downloaded must be scanned for viruses before it is run or accessed.

SECURITY

19. The City of Detroit has installed an Internet firewall to assure the safety and security of the agency's networks. Any employee, business partner or vendor who attempts to disable, defeat, or circumvent any security facility will be subject to immediate dismissal.
20. Files containing sensitive Company data and information, as defined by existing data security policy that are transferred in any way across the Internet must be encrypted.
21. Only those Internet services and functions with documented business purposes for this agency will be enabled at the Internet firewall.

4. POLICY NON-COMPLIANCE

Non-Compliance of this policy may result in any or all of the following:

1. Violators may be prosecuted under the laws applicable in the U.S.
2. Violation of City of Detroit's code of conduct.
3. Potential disciplinary actions.
4. Termination of all network access and IT services by the ITS Department.

5. EXCEPTIONS

The ITS Steering Committee must approve any exceptions to this policy.

6. ADDITIONAL INFORMATION

MONITORING INTERNET USAGE

The City of Detroit has the right to monitor usage of the organization-provided internet facilities by users, including but not limited to, reviewing a list of the sites accessed by an individual. The access to the internet provided by the organization is for business purposes and the internet should be used in accordance with the policy provisions set forth above. A City of Detroit internet user should not have an expectation of privacy in the use of the City of Detroit -provided internet facilities nor should they have an expectation of privacy in the data and information

exchanged. Violation of the internet policy or failure to comply with monitoring guidelines can lead to disciplinary and/or legal consequences.

MONITORING APPROACH

- The City of Detroit may monitor internet usage on a periodic basis (daily, weekly, monthly, and bimonthly) and may generate internet usage reports to ensure policy compliance.
- Violation of the terms of the above-referenced Internet Usage Policy, provisions of other relevant City of Detroit policies, federal, state or local laws will constitute non-compliance that can carry disciplinary or legal consequences, including but not limited to criminal prosecution.
- An employee, business partner or vendor may be notified of non-compliance with the Internet Usage policy, and/or provisions of other relevant City of Detroit policies, federal, state or local laws.