

City of Miami



Administrative Policy Manual

APM 1-98: Use of the City's Communication Information Systems

- Purpose** To establish the City's Communication Information Systems ("CCIS") user policy and provide guidelines regarding proper practices for use of the City's telecommunications devices and network resources.
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- Policy** The City of Miami provides telecommunication devices and network resources to employees to support the effective and efficient delivery of services to civilians. Such devices and resources include, but are not limited to, computers, cellular telephones, pagers, facsimile equipment, access points, switches, routers, data, data storage devices, network-capable devices, internet and e-mail service, phones, radios, scanners, printers, copiers, telecommunication equipment, wireless transmission equipment and devices, and any other related City owned or operated information technology hardware or software resources.
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- Privacy** Telecommunication equipment is provided to support official City business. Employees are not entitled to any rights of privacy should said equipment be used for personal purposes. The City reserves the right to monitor all internet/intranet use, e-mail, and other transmissions created or received by City employees with the CCIS. In addition, the City reserves the right to audit and/or review all computer data created or stored on City equipment or printed.
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- Florida Public Records Law** Unless otherwise exempt by Florida Statutes, all communications made in the course of official City business and/or through the use of City owned or operated telecommunication equipment are considered public records under Florida Statutes, Chapter 119. As such, upon request, the City must make available for inspection and/or provide copies of, all public records, including electronic documents.
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Continued**Prohibited Practices**

All City employees shall abide by the standards for appropriate use established in this policy and confine their activities to the conduct of official City business. Prohibited practices include, but are not limited to:

1. Use of the technology and network resources in violation of Federal, State or local laws, regulations, administrative orders, or departmental rules.
2. Activities subjecting the City to civil or criminal activity, including:
 - a. Illegal discrimination based upon protected status; or
 - b. Copyright or software license violations; or
 - c. False advertising.
3. Bypassing, or attempting to bypass, security measures ("hacking"), or exploiting vulnerabilities present in the City's network.
4. Use of the City's telecommunication and information systems for personal gain.
5. Violations of personnel or departmental rules.
6. Distributing messages that are political or religious in nature, or are abusive, threatening, pornographic or sexually explicit, discriminatory or convey hate, or are otherwise offensive or harassing to an employee or member of the public.
7. Disclosing a personal password or using any means to obtain and/or utilize the passwords of others without authorization.
8. Maliciously damaging or deleting another user's files.
9. Originating or intentionally propagating computer viruses, spam and/or chain letters.
10. Playing recreational games, except as part of an instructional tutorial.
11. Attempting to circumvent security restrictions, except when authorized.
12. Installing hardware or software onto the City's network or computers without the appropriate approvals.
13. Storing data files for unacceptable use as defined by this administrative policy or other Federal, State or local laws.
14. Broadcasting messages to all users, except when approval is obtained from the City Manager or his/her designee.
15. Any other use not in the course of conducting official City business.

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Enforcement

Violations of this Administrative Policy subject the employee to disciplinary action up to, and including, termination.

Policy Number: **APM 1-98**

Date: *3/10/2010*

Issued By: _____

Carlos A. Migoya
City Manager

REVISIONS

REVISED
SECTION
Created
Revised

DATE OF
REVISION
April 10, 1998
March 2010

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Notice to Employee

I have received a copy of the City of Miami's APM 1-98: Use of the City's Communication Information Systems ("CCIS") and have read said APM in its entirety. I recognize that City policy regarding use of the CCIS will continue to evolve and requires periodic review for any updated information.

I understand that all CCIS, including e-mail, facsimile, internet and intranet, shall be used for conducting only official City business in a professional manner and that use of such systems for personal purposes is strictly prohibited.

I agree to abide by the regulations as stated in this APM for the duration of my employment with the City of Miami and understand that failure to comply with the provisions contained herein may result in disciplinary action up to, and including, termination of employment and/or prosecution, if appropriate.

Employee Signature

Date

Employee Printed Name

Social Security No.

Department