

POLICY NUMBER

APM-1-98

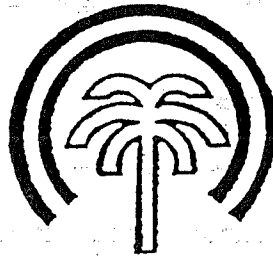
City of Miami

REVISIONS
REVISED SECTION DATE OF REVISION

DATE: April 10, 1998

ISSUED BY:

Jose Garcia-Pedrosa
City Manager



ADMINISTRATIVE POLICY

SIGNATURE

SUBJECT: USE OF THE CITY'S COMMUNICATION INFORMATION SYSTEMS

PURPOSE: To outline the City's Communication Information Systems (CCIS) User Policy and provide basic guidelines regarding proper practice of General Computer Use, Internet/Intranet, E-Mail and Facsimile.

THE POLICY WILL BE AS FOLLOWS:

Use of the City's Communication Information Systems is restricted to "official City business" only and may not be used for the employees' personal use.

Solicitation of non-City business or any use of the City's Communication Information Systems for personal gain is prohibited.

Employees should not assume any personal privacy or confidentiality in the use of the City's Communication Information Systems.

The City reserves the right to monitor all Internet/Intranet use, E-Mail and other computer transmissions created or received by City employees with the City's Communication Information Systems.

The City may audit and review all computer data regardless of whether it is stored or printed as a document.

Any employee communications are considered public record except where exemption from disclosure under the Florida Public Records Act (FPRA) prevails.

Under the Florida Public Records Act, the City must make available for inspection, and provide copies upon request all public records, including electronic documents, which are not exempt under the FPRA.