

DEPARTMENT OF PUBLIC WORKS' COMPUTER USAGE GUIDELINES

The Department of Public Works (DPW) recognizes the importance of computer technology in the workplace. Accordingly, the DPW has installed, at substantial expense, computers and advanced technological systems for use in conducting its official business. The purpose of these guidelines is to provide guidance on the use of computer technology in the workplace. Computer technology includes computer hardware and software, e-mail, and the Internet.

First and foremost, DPW employees are reminded that all computer hardware, software and information systems are *City* property for use in conducting *City* business. Especially in light of the fact that the City is a public employer and is subject to close scrutiny, it is essential that employees use good judgement and use computer technology appropriately.

The DPW expects all employees to be responsible and conscientious in using computer technology. Employees should work within the following guidelines:

1. **Alteration, relocation, installation, and/or removal of computer hardware or software is prohibited unless coordinated with your respective information technology staff.** For example, employees must consult with their information technology staff for request to install modems, download evaluation software, install personal software or personal screen savers, etc.
2. **Computer equipment, E-mail and the Internet should be used to perform duties with proper regard for economy of time and material (Personnel Policy No. 6) and in a manner that promotes a professional image for the City.** For example, employees may not send inappropriate messages, e.g., chain letters, messages containing offensive words, solicitations, etc. Computer equipment may not be used for private gain or any illegal purposes.

Employees are reminded that all forms of computer transmissions are *not* private or confidential. Consistent with established City policy, the DPW reserves the right to monitor all computer transmissions and stored information at any time without prior notice or consent.

Further, employees are advised that all electronic information, whether processed, retrieved or sent, on City time and City equipment may be subject to the California Public Records Act (CPRA). The CPRA, Government Code Section 6250, *et seq* requires the City to make all public records (which includes electronic documents) available for inspection and to provide copies upon request.

Accordingly, each employee is ultimately responsible for ensuring that his/her use of computer technology is appropriate, work-related, and beyond reproach in any internal inspection or outside scrutiny. In summary, good judgement and relevance to work duties should guide employees on the appropriate use of computer technology in the workplace, consistent with the use of the telephone or any other communication device.

If you have any questions or need clarification regarding acceptable uses of computer technology, please consult your respective information technology staff.