



ADMINISTRATIVE DIRECTIVE

Title: Staff Network Acceptable Use
Issuing Department: Technology Services
Effective Date: August 14, 2019
Approved: Jamsheed Mehta, Town Manager
Type of Action: Original Release

1.0 PURPOSE

The Town of Marana provides a computing network to Town staff to allow staff to access the internet for personal use, using their own personal devices. The purpose of this directive is to outline appropriate and inappropriate use of the Town of Marana's staff network resources, including the use of browsers, email and instant messaging, file uploads and downloads, and media streaming (voice and video).

2.0 DEPARTMENTS AFFECTED

This directive applies to all Town of Marana departments and employees.

3.0 REFERENCES

- 3.1 Town of Marana Personnel Policies and Procedures, Policy 5-4: Use of communications systems and equipment
- 3.2 Town of Marana Administrative Directive: Network Access & Security
- 3.3 Town of Marana Administrative Directive: Mobile Communication Equipment
- 3.4 Town of Marana Administrative Directive: Electronic Mail (E-mail) Retention & Storage

4.0 DEFINITIONS

- 4.1 Guest network: Unless the context indicates otherwise, computing network owned and maintained by the Town of Marana for the purposes of providing guests wireless internet access. This network is separate from the Town business network.
- 4.2 Business network: Unless the context indicates otherwise, computing network owned and maintained by the Town of Marana for the purposes of conducting Town business including electronic correspondence and data storage, transfer and retrieval.
- 4.3 Port scanner: A device used to check open ports of a PC or a server; often used by gamers and hackers to check for available ports and to fingerprint services.

- 4.4 Staff network: Unless the context indicates otherwise, computing network owned and maintained by the Town of Marana for the purposes of providing staff wireless internet access. This network is separate from the Town business network.

5.0 POLICIES AND PROCEDURES

5.1 General

- 5.1.1 Town employees are not permitted to connect to the Town's business network or guest network through personally-owned devices.

- 5.1.2 Town employees may connect to the staff network on their personally-owned devices, which will provide wireless internet access.

- 5.2 Staff Network. The Town provides wireless internet access to employees through the staff network. This system is the property of the Town of Marana and may be accessed only by authorized Town staff. The Town reserves the right to restrict or remove access at any time. Access to the staff network is a privilege, not a right. Employees' use of the staff network must not interfere with their ability to perform their assigned job duties, nor may it interfere with the abilities of other employees to do their work.

- 5.3 Authorized Access. Staff network access is controlled through individual accounts and passwords.

- 5.4 No Expectation of Privacy. Employees should have no expectation of privacy regarding the use of the staff network. The Town may monitor any activity or retrieve any information transmitted through this network, to ensure compliance with Town policies, and with federal, state, and local laws. By accessing and using this systems, employees acknowledge and accept such monitoring and information retrieval by the Town.

- 5.5 Security. Data sent and received over the staff network is not encrypted and may be viewed or intercepted by others. Employees use this system at their own risk. Privacy and security safeguards are the user's responsibility; this system does not provide any. The Town does not warrant or represent that this service will be uninterrupted, error-free, or secure. Employees should be aware that there are security, privacy, and confidentiality risks inherent in wireless communications and technology.

- 5.6 Prohibited Use. Improper use of the staff network is strictly prohibited. Improper use includes, but is not limited to, the prohibited uses listed in Town of Marana Personnel Policies and Procedures Section 5-4-3, as well as the following.

- 5.6.1 Any activities that violate local, state, or federal laws.

- 5.6.2 Attempting to circumvent user authentication or security of any host, network, or account on the Town systems or the internet at large; also known as "cracking" or "hacking."

- 5.6.3 Use in a manner that encumbers disk space, processors, bandwidth, or other system resources so as to interfere with others' normal use of services on the Town systems or networks, or any other systems or networks, including attempting to knock a server offline, slow down the Town's connection, or knock any other user offline.

- 5.6.4 Use of Transmission Control Protocol (TCP) or User Datagram Protocol (UDP) port scanners to scan remote networks without the express written consent of that network's administrator.
- 5.6.5 Dissemination of spam and/or viruses, whether knowingly or as the result of a worm or virus; attempting to send any virus or malicious material including any type of "Out of Band" packet to any other internet user.
- 5.6.6 Sending unsolicited mass mailings of any nature, including those with an "opt-out option" for continuation; also known as "spamming."
- 5.6.7 Sending a large number of email messages, or singularly large email messages, to a single address in order to flood a mailbox; also known as "mail bombing."
- 5.6.8 Forging any email header to obscure the originator of the message.
- 5.6.9 Creating or participating in pyramid schemes or chain letters.
- 5.6.10 Sending any type of harassing email, either by language, size, or frequency; includes sending email or instant messages to any person who has asked explicitly asked not to receive such messages.
- 5.6.11 Streaming, downloading, or distribution of any software or materials in violation of any copyrights or distribution licenses.

6.0 RESPONSIBILITIES

- 6.1 The Technology Services Department will provide employees access to the staff network.
- 6.2 The Town of Marana is not responsible or liable for any direct or indirect damages arising from employees' connection to the staff network.
- 6.3 The Town of Marana is not responsible for the accuracy of information found on the internet and only facilitates the accessing and dissemination of information through its systems.
- 6.4 Employees are solely responsible for any material that they access and disseminate through the internet.

7.0 ATTACHMENTS

Reserved

REVISION HISTORY

	<i>DESCRIPTION OF CHANGE</i>	<i>DATE</i>
OR	Original Release	8/14/2019

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