

# CITY OF DUBUQUE ADMINISTRATIVE POLICY

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**POLICY NUMBER:** 2.07  
**SUBJECT:** INTERNET AND ELECTRONIC MAIL  
**APPROVED BY:** CITY MANAGER  
**EFFECTIVE DATE:** AUGUST 1, 1998

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## **PURPOSE**

The purpose of this Administrative Policy (AP) is to provide guidelines for access to the Internet and use of the Internet and electronic mail (e-mail) software.

## **SCOPE**

This AP is applicable to all departments and divisions of the Dubuque City Government under the direction of the City Manager.

## **POLICY**

It is the policy of the City of Dubuque to provide an atmosphere that encourages access to knowledge and sharing of information. Many times this information can be gathered through the use of the Internet. The efficient utilization of the Internet for communications and research can improve the quality and productivity of the services the City provides to its citizens. City employees having a legitimate need for Internet access (e.g. research, communication, resource sharing, etc.) may be authorized to obtain such.

Persons conducting business on the Internet are representing the City of Dubuque, therefore all actions and communications should be conducted in a manner that is consistent with the behavior that is expected of employees of the City of Dubuque.

Internet access is a privilege, not a right. Internet and e-mail shall not be used for any illegal, improper, unprofessional or illicit purpose. Those laws and Administrative Policies which govern and guide City employee behavior, communication and business practices in all facets of work also apply to the manner in which Internet access and e-mail is to be used. Intentional misuse of Internet services may subject the user to termination of access rights, disciplinary action or job re-assignment.

Under the Iowa Open Records Act (Code of Iowa Chapter 22) and the Freedom of Information Act as interpreted by the federal courts, e-mail and electronic files obtained via the Internet are public records and subject to inspection by the public in the same manner that paper documents of a similar nature are preserved and made available.

**GENERAL INTERNET GUIDELINES**

1. Departments needing Internet and e-mail access must request this access by submitting a written request describing their requirements to the City Manager.
2. Employees authorized to use Internet and e-mail services must complete a training program and sign a statement acknowledging the receipt of such training and agreeing to abide by the stated Internet and e-mail policies before gaining access.
3. Authorized users will be provided with a login name and password which allows access to the Internet and to their e-mail box. The confidentiality of this login and password are the sole responsibility of each individual and/or Department.
4. Any and all material downloaded from the Internet shall be downloaded to the user's local hard drive (typically C:) or to the users local floppy or zip drive. Many of the sites on the Internet can be breeding grounds for computer viruses. If these viruses are downloaded, they can cause data and system corruption. All downloaded files should be immediately checked for virus by the user. If a virus is detected, Information Services should be notified immediately.

**GENERAL E-MAIL GUIDELINES**

1. Employees or Departments granted e-mail access have an obligation and a responsibility to check mail messages frequently and respond as needed.
2. E-mail, electronic files and work product obtained from Internet or e-mail sessions are the property of the City of Dubuque. Retention of e-mail messages and files electronically transmitted as an attachment to an e-mail should utilize the same standard as a paper copy of the same transmission would.
3. The City reserves the right to monitor e-mail messages and to monitor an individual's usage of the Internet. Messages transmitted to or from any station via e-mail are neither private nor confidential by the nature of how the Internet transfers data. Therefore, electronic files or mail messages containing sensitive, secure or confidential information should not be transmitted via the Internet.



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