

## CITY OF WACO

### **A. Statement of Change**

To encourage communication by electronic mail, voice mail, the Internet and on-line services (collectively "Electronic Media") when it results in the most efficient or effective means of communication.

### **B. General Policy**

Electronic Media are intended primarily for City business use. Electronic Media must be used responsibly, and therefore, this policy applies to all Electronic Media that are: accessed on or from City premises; or accessed by using City Equipment; or used in a manner which identifies the City.


Treat Electronic Media as a formal communication tool just as you would telephone, radio, video and written communications. You are responsible and accountable for your actions and communications. Be respectful and responsive with whom you are communicating via Electronic Media. Understand that Electronic Media messages are not secure. If you desire to send confidential information, do not use Electronic Media.

Employees are encouraged to use Electronic Media as much as necessary to perform their job and/or enhance effectiveness. However, Electronic Media should not be used to waste time for example, surfing the net on City time. Acceptable use of Electronic Media is based on common sense, common decency and civility applied to the electronic communications environment.

1. Unacceptable uses of Electronic Media include, but are not limited to:
  - a. Using Electronic Media for any purpose which violates federal, state or local laws;
  - b. Using Electronic Media for commercial purposes;
  - c. Misrepresenting your identity of affiliation in Electronic Media communications;
  - d. Sending any harassing, intimidating, abusive, inappropriate, or offensive material to or about others;
  - e. Intercepting, disrupting or altering electronic communication packets;
  - f. Using someone else's identity and password;
  - g. Unauthorized copying, distribution or forwarding of copyrighted materials; and

**CITY OF WACO**

- h. Causing congestion on the network by use of “chain letters” or inappropriate lists.

A handwritten signature in black ink that reads "Kathy S. Rice". The signature is written in a cursive, flowing style.

Kathy S. Rice, City Manager  
October 2, 1998