

**CITY OF ROSEVILLE, CALIFORNIA**  
**ADMINISTRATIVE REGULATION**

APPROVED:

  
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RAY KERRIDGE, CITY MANAGER

Number: A.R. 1.04.1

Date Effective: March 26, 1998

Date Revised: October 19, 2010

**SUBJECT: INTERNET ACCEPTABLE USE POLICY**

**PURPOSE**

This policy defines the acceptable use of internet services while using City of Roseville computer and network resources. Conformance with acceptable use, as expressed in this policy statement, is required.

**POLICY**

Use of computing resources and the internet by employees is permitted where such use supports the mission, charter and objectives of the City of Roseville. Any individual or computing resource found to be utilizing internet access in any way which poses a threat to the City of Roseville may have their internet access restricted or revoked. Compliance with acceptable use, as outlined in this policy, is required.

1. City of Roseville employees are expected to use the internet responsibly and productively. Internet access is limited to City business activities only.
2. All data composed, transmitted and/or received by City computer resources is considered to belong to the City of Roseville.
3. The City reserves the right to monitor and log internet activity. All sites and downloads may be monitored and/or blocked by the City of Roseville if they are deemed to be harmful and/or impact City network performance.
4. Electronic mail sent or received on the internet cannot be expected to be secure. City internet users should never provide confidential, sensitive or personally identifiable information to any untrusted internet resource.
5. Intentional downloading, copying or reproduction of any software, electronic file, program or data that is copyrighted or without authorization using internet resources is prohibited.
6. City internet users are expected to comply with all applicable Federal, State and regional regulations.
7. Employee incidental use of the internet is allowed when approved by the employee's department head.

**ENFORCEMENT**

The department head or delegated representative is responsible for employee compliance with the provisions of this policy and for investigating non-compliance. When an instance of non-compliance with this policy is discovered or suspected, the department head shall proceed in accord with departmental and City of Roseville personnel policies. Suspension of service to users may occur when deemed necessary to maintain the operation and integrity of the City of Roseville Intranet or Internet. User accounts and password access may be withdrawn without notice if a user knowingly violates the acceptable use policy. Discipline may be appropriate in some cases of non-compliance with this policy. Criminal or civil action against users may be appropriate where laws are violated.