

# City of Evanston – Information Technology Resources Policy on Acceptable Use

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Effective Date: January 1, 2016

# City of Evanston – Information Technology Resources Policy on Acceptable Use

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## I. Introduction

The City of Evanston provides various information technology resources to facilitate and benefit the operations of the City. However, use of the City's information technology resources is a privilege and must be appropriate, professional and ethical. The Effective Date of this Policy is January 1, 2016 (“Effective Date”).

This and related policies apply to:

- all City employees, and all other persons who are authorized to use City technology resources, including staff, guests, external individuals or organizations and individuals accessing the Internet via City facilities (collectively “Users”). Elected officials are encouraged to follow this policy.
- all information technology resources.
- all data created, entered, received, stored or transmitted by their use including:
  - computers (including desktop and portable computers, servers, networks, printers, software and storage media);
  - mobile devices (including tablets, cell phones, and digital readers);
  - email;
  - voicemail; and
  - Internet and Intranet use; and
  - instant messages and text messages.

The Evanston Library Board maintains an Internet Access Policy in compliance with the American Library Association guidelines. The Library Board Policy is applicable to individual patrons of the Library and accordingly this policy does not address in detail the Library Board policy applicable to these patrons. Notwithstanding the Library Board policy, if a patron or Library employee jeopardizes the City’s internet connectivity and service connection, the City of Evanston reserves the right to block the user from accessing its internet connection.

The City expects users to use the City’s information technology resources responsibly, respecting the public trust through which these resources have been provided, the rights and privacy of others, and all relevant laws and City policies and standards.

Failure to comply with the appropriate use of these resources subjects an employee to discipline. Any employee using information resources in a manner that is not appropriate or is in violation of this policy is subject to disciplinary proceedings including suspension of system privileges, termination of employment and/or legal action. .

The City of Evanston reserves the right to limit or restrict the use of its information technology resources for any reason, including but not limited to priorities and financial considerations, as well as when it is presented with evidence of a violation of City policies, or state and federal laws.

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Employees and other users should have no expectation of privacy in connection with the use of City information technology resources, including the creation, entry, receipt, storage or transmission of data. Whether an employee is suspected of violating this policy or not, the City of Evanston reserves the right to access, monitor and/or examine material stored on or transmitted through its facilities and technology resources.

The City of Evanston User Acknowledgment is to be signed by every employee, intern, or volunteer who uses a technology device issued by the City of Evanston.

## **II. Physical Security of Computer Assets**

A. Use your computer and related hardware carefully and for their right purpose: Users will ensure that all computer assets (computers, monitors, laptop computers, handheld devices, printers, etc.) that are assigned to or regularly used by them are maintained and used in a manner consistent with their function and such that the possibility of damage and/or loss is minimized.

B. Do not remove your non-portable computer, related hardware and software from City property, and do not change or add things to them without express permission:

- Excluding portable computing equipment, computer equipment will not be removed from City of Evanston locations without the prior written authorization of the IT Division Manager or other authorized manager. Users will not modify City of Evanston computer equipment in any manner including, but not limited to, attaching internal or external hard drives, changing the amount of memory in the computer, and attaching/installing any peripheral device. This section shall not apply to IT information Systems personnel while performing consistent with their assigned duties.

Handle your portable computing equipment carefully, and make sure it and its data remain safe and secure:

- Whenever possible all portable computing equipment (laptop computers, palm top computers, electronic organizers, etc.) will be maintained under the direct supervision of the user that they are issued to. The equipment must never be left unattended in locations such as airports and hotel lobbies. When the equipment must be left unsupervised, it must be made as inconspicuous as possible (i.e., do not leave the computer sitting on the seat of an unattended vehicle). Wherever practical, the computer shall be secured with the supplied security device(s).
- Users are responsible for protecting their computer from unauthorized use. If you are logged into the network you should be mindful and not leave your computer unattended allowing for unauthorized use.

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## **III. Ownership of Information, Data, and Software**

- A. All data in City computers, no matter the source, belongs to the City of Evanston. Do not share it with other people or companies unless authorized to do that:
- All data created, entered, received, gathered, stored or transmitted via City information technology resources is City of Evanston property. The City has a perpetual, royalty-free, irrevocable, non-exclusive right and license to use, reproduce, modify, adapt, publish, distribute and incorporate all such data. Information or data may not be transferred to, given to, or loaned to any other organization or outside individual unless it is in the approved course of business for the City of Evanston and the express written authorization of an authorized manager has been obtained.
- B. Software:
- All software purchased by, licensed by, or created by the City of Evanston is the exclusive property of the City of Evanston and may not be transferred to, given to, or loaned to any other organization or outside individual without the express written authorization of the IT Division Manager or other authorized manager.
  - All software owned and licensed by the City belongs to the City of Evanston. Do not share it with other people or companies unless specifically authorized

## **IV. Access and Monitoring of Computer Information and Hardware**

- A. All City information technology resources exist to support and advance the City of Evanston's business. These resources may be inspected and searched by City of Evanston or, with the City's permission, other parties to verify appropriate use. This includes the monitoring and inspection of email (incoming, outgoing, or stored) and the monitoring of Internet usage.
- B. This includes the delivery of services to patrons of the Public Library through the internet and other information technology. All City of Evanston technology resources and all data entered, created, transmitted, received or stored via City information technology resources is subject to inspection, search and disclosure at all times by persons designated by or acting at the direction of the City of Evanston, or as may be necessary to ensure the efficient and proper administration of City information technology resources. This includes the inspection of email (incoming, outgoing, or stored) and the monitoring of Internet usage. The City of Evanston may divulge any information found during such inspections or monitoring to any party it deems appropriate.
- C. Encryption: The use of encryption, the labeling of an email or document as private, the deletion of an email or document, or any other such process or action, shall not diminish the City of Evanston's rights in any manner. All passwords/encryption keys must be on file with the IT Division Manager prior to their utilization. Only City of Evanston authorized encryption may be utilized. All passwords/encryption keys must be on file with the IT Division prior to their utilization.

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## **V. Information Security**

### **A. Access Prevention**

Users should not share their individual password with another individual unless under emergency or other exigent circumstances. Any attempt by another person to obtain a login ID and/or password, or any other suspicious activity, must be immediately reported to the IT Division Manager. When prompted at log-in to change your password, do so. Network passwords will automatically expire every ninety (90) days. Employees who use City email without authorization or who provide access to unauthorized people will be subject to disciplinary action because unauthorized use of the City's email system is strictly prohibited. Authorization is provided by an employee's manager or the department head, typically when a new employee, intern or volunteer, joins the City of Evanston.

### **B. Loss of Equipment**

If you lose your computer or related equipment, report the lost item your Department/Division Head and the IT Division Manager immediately.

- The loss of any computer equipment or any of the City of Evanston's information will be immediately reported to the IT Division Manager and the employee's Department/Division Head. Immediate steps will be taken by these individuals to protect the City of Evanston from further information loss.

### **C. Information Control**

1. All information and data created, entered, received, stored or transmitted via City technology resources is City property.
  - Even when physically able to, users will not access any information other than that which they are specifically authorized to and is necessary for the performance of their assigned duties.
2. Sensitive or Confidential Information is any information or data, in any form, proprietary or entrusted to the City of Evanston in any way. This includes information specifically prohibited from disclosure by federal or State law or rules and regulations adopted under federal or state law; and information that, if disclosed, would constitute a clearly unwarranted invasion of personal privacy, unless the disclosure is consented to in writing by the individual subjects of the information. The definition of confidential and sensitive information will generally be drawn from the Freedom of Information Act list of exempt information, the City of Evanston Code of Ethics, and matters covered by City Council authorized Executive Session materials. Examples of confidential information include, but are not limited to: files and personal information maintained with respect to clients, residents, or other individuals receiving social, medical, financial, supervisory or custodial care or services directly or indirectly from federal agencies or public bodies;

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personnel files and personal information maintained with respect to employees, appointees or elected officials of any public body or applicants for those positions; files and personal information maintained with respect to any applicant, registrant or licensee by any public body cooperating with or engaged in professional or occupational registration, licensure or discipline; information required of any taxpayer in connection with the assessment or collection of any tax unless disclosure is otherwise required by state statute; information revealing the identity of persons who file complaints with or provide information to administrative, investigative, law enforcement or penal agencies; records compiled by any public body for administrative enforcement proceedings and any law enforcement or correctional agency for law enforcement purposes or for internal matters of a public body; Information that is public, or otherwise subject to the Freedom of Information Act is not covered by this policy.

3. Information that is Sensitive or Confidential must not be disseminated, by any means, to persons outside of the City of Evanston unless all of the following conditions are met:
  - The dissemination is expressly approved, in advance, by an authorized manager (City Manager, Assistant City Manager, City Attorney, Division Manager of Human Resources, or any of their designees);
  - The transmittal letter or email text includes a warning to the recipient that the material is Sensitive, or Confidential and is the property of the City of Evanston; and
  - The transmittal letter or email text contains a specific statement of why the recipient is receiving it, what they may do with the information, and who, if any one, they may disclose it to.
4. All users will ensure that their computer files are stored on the network where they can be properly backed up.
  - In the situation were the computer is not on the network, files should be backed up or moved to the network as soon as possible.

### **D. Antivirus**

All computers will have antivirus software installed. This software is to remain activated at all times. The IT Division Manager will ensure that the software is updated as appropriate.

## **VI. Installation and Use of Software**

- A. Do not install or load any software on City of Evanston owned computer equipment, install City of Evanston owned software on any non-City of Evanston owned computer equipment, or provide copies of City of Evanston owned or licensed software to anyone without permission from the IT Division Manager. Without the prior written authorization of the IT Division Manager or designee, users shall not:

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- Install or load any software on City of Evanston owned computer equipment.
- Install City of Evanston owned software on any non-City of Evanston owned computer equipment.
- Provide copies of City of Evanston owned or licensed software to anyone

### B. Do not engage in any acts of software piracy.

- Users will not engage in any acts of software piracy (utilizing software in violation of its licensing agreement). City of Evanston technology resources may not be used to violate proprietary rights, including copyright, trademark, trade secrets, right of publicity or any other intellectual property rights. The IT Division Manager shall ensure that all software installed or utilized on City of Evanston computers and related equipment is properly licensed.

## VII. Personal Use of Computer Hardware and Software

### A. Make only occasional and incidental personal use of City-owned technology resources.

- Occasional and incidental personal use is defined as outside normal work hours, non-commercial, at no cost to the City, and not interfering with the City's needs or operations. Limits on Email and Internet use as outlined in those sections of this policy also apply.

### B. No cost to the City means:

- You cannot use City paper supplies or printer toner consumables.
- You cannot perform Internet activities requiring significant bandwidth such as audio and video downloads.
- You cannot store personal data on the City's computers or network.  
Excluding occasional and incidental personal use, City of Evanston owned computer hardware and software may only be utilized only for business purposes relating to the City of Evanston

### C. Unlawful use of City technology resources:

- City of Evanston information technology resources may not be used to intentionally or unintentionally violate any local, state, federal or international city or criminal law, including copyright and patent laws and U.S. Securities and Exchange Commission regulations.
- Unlawful activities include the following, but are not limited to: lotteries, raffles, gambling for anything of value and participating or facilitating in the distribution of unlawful materials. Users likewise may not upload, post, email or otherwise transmit

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- any data that is harmful, threatening, abusive, malicious, tortuous, defamatory, libelous, vulgar, obscene, invasive of another's privacy or identify or promote religious beliefs or tenets. This includes screen savers or similar messages.
- In addition, City of Evanston information technology resources may not be used to solicit outside business ventures.

### **VIII. Electronic Mail (Email)**

- A. **Business Email Use:** The City of Evanston recognizes that email is a key communication tool and we encourage users to utilize email whenever appropriate. The City of Evanston's email system may be used only for legitimate business purposes of the City of Evanston and the use does not violate any City policies. For instance, e-mail for city business may be used to:
- Communicate with citizens and other members of the public
  - Distribute information to colleagues
  - Disseminate information to members of the press
- B. **Personal Use of Email:** The City of Evanston also recognizes that email is an important tool in many people's daily lives. Users may access their own personal email accounts during their lunch break or before or after work hours.
- C. **City-Issued E-mail Account:** Users are prohibited from using non-City of Evanston managed e-mail systems, i.e., your personal e-email account, and storage to conduct City of Evanston business. This prohibition applies to transmission, receipt, or using City managed e-mail systems to transmit to a personal email account, any documents or communications related to City business. All users' email communication representing the City of Evanston must only be delivered and received through the City's managed email system. All e-mails on the City system are subject to the Illinois Freedom of Information Act. The City will not take on additional responsibilities for FOIA compliance relative to private email accounts.
- D. **Guidelines for Use of City-Issued E-mail Accounts:**
1. All messages distributed via the City's email system and storage, even personal emails, are City property. You will have no expectation of privacy in anything that you create, store, send or receive on the City's managed email system.
  2. Your emails can be monitored without prior notification at any time. If there is evidence that you are not adhering to the guidelines set out in this policy, the City reserves the right to take disciplinary action, including termination and/or legal action.
  3. Email is a business communication tool and users are obliged to use this tool in a responsible, effective and lawful manner. Although by its nature email seems to be

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- less formal than other written communication, the same laws apply. Therefore, it is important that users are aware of the legal risks of email:
- a. An email message may go to persons other than the intended recipient. If it contains confidential information this could be damaging to the City and its operations.
  - b. Email is a fast form of communication. Often messages are written and sent simultaneously, without the opportunity to check for accuracy and context. If you send emails with any libelous, defamatory, offensive, racist or obscene remarks, you and the City may be held liable.
  - c. An email message may legally bind the City contractually in certain instances without the proper authority being obtained.
  - d. Email messages can carry computer viruses. By opening emails and attachments from an unknown sender you may introduce a virus into the City servers and operations.
- E. Rules for email use: Users must take the same care in drafting an email as they would for any other communication. Therefore, the City sets forth the following rules for users:
1. Emails reflect on the City of Evanston image and reputation. Therefore, email messages must be appropriate and professional.
  2. Particular care should be taken when sending confidential or commercially sensitive information. If in doubt, consult your manager or the City's law department.
  3. Confidential messages must be distributed to authorized City staff and other authorized individuals. Forwarding confidential messages to unauthorized recipients is prohibited.
  4. If you receive a harassing or intimidating message via email, you must inform your manager or IT Personnel immediately, if appropriate. If the harassing message is from your manager, you must notify the Human Resources Division Manager.
  5. Notwithstanding the City's right to retrieve and read any electronic mail messages created, received or sent over the City's email system, employees are not authorized to retrieve or read any email messages that are not sent to them except for reasons specified in this policy.

### **IX. Internet Usage**

- A. Legitimate Business Purposes: Other than occasional personal use, the City of Evanston's Internet access may be used only for legitimate business purposes of the City of Evanston.
- This policy shall apply to anyone utilizing the City of Evanston's Internet access systems.

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- Occasional personal use means infrequent, incidental use that is professional, in good taste and does not interfere with City of Evanston business, the performance of the user's duties or the availability of technology resources.
- B. No Expectation of Privacy: No user shall have an expectation of any privacy in connection with the use of City of Evanston's Internet access.
- All information gathered, accessed, created, sent, or received via the City of Evanston's computers, networks, Internet access, and/or email systems are the property of the City of Evanston.
  - As with all City of Evanston information technology resources, users should have no expectation of privacy in connection with the use of City of Evanston's email systems, including the creation, entry, receipt, storage or transmission of data. The City of Evanston reserves the right to monitor, filter, and/or review, at any time, all Internet utilization via the City of Evanston's Internet access. The City of Evanston further reserves the right to reveal any Internet access related information to any party that it deems appropriate. The use of encryption, the labeling of a communication as private, the deletion of a communication, or any other such process or action, shall not diminish the City of Evanston's rights in any manner.
  - The City of Evanston will disclose Internet access information to any party that it may be required to by law or regulation. This may include law enforcement search warrants and discovery requests in civil litigation.
  - Excluding incidental use, users will not access any material that is not directly relevant to their assigned duties.
- C. Do not use or subscribe to any services that broadcast material (like music or radio stations) on the Internet. Due to the drain on resources, users will not utilize or subscribe to any services that "broadcast" material via the Internet. This includes listening to music or radio stations via the Internet and receiving news, sports information, and/or stock market information via the Internet.
- D. Do not access inappropriate (containing jokes, pornography, sexist material, racist material, defamatory material, obscene material, pirated software) sites. Users should be mindful of the potential for security breaches when downloading files from the Internet. Each user is responsible for ensuring that their use of the City of Evanston's Internet access is consistent with this policy, any other applicable City of Evanston policy, and appropriate business practices. Internet sites containing jokes, pornography, sexist material, racist material, defamatory material, obscene material, pirated software, or any other inappropriate material shall not be accessed. Further, the Internet access system shall not be used for any purpose in violation of law or regulation.

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- E. Do not use any material found on the Internet without establishing that such use would not be in violation of a copyright or trademark. Users should be aware that much of the material available on the Internet is copyrighted or trademarked. Other than viewing publicly available material, users will not use any material found on the Internet in any manner without first establishing that such use would not be in violation of a copyright or trademark.
- F. Keep your passwords secret. Users will not reveal their passwords to anyone. Excluding members of the IT Division Information Systems, users will not utilize or access Internet accounts belonging to any other user.
- G. Do not visit any site that might in any way cause damage to the City of Evanston’s image or reputation. Users should be mindful that Internet sites they visit collect information about visitors. This information will link the user to the City of Evanston. Users will not visit any site that might in any way cause damage to the City of Evanston’s image or reputation.

### **X. Social Media Use Policy**

The Social Media Use Policy governs the use, administration, management, monitoring and retention of social media and social media content.

#### **A. Purpose**

This policy serves to define the social media policy for the City of Evanston. Social media sites are a means of obtaining and conveying City information to and from its citizens in furtherance of various goals. The City has an overriding interest in obtaining reliable information from and in providing accurate and appropriate information on social media sites. The City encourages the use of social media to further the goals of the City and the mission of its departments, where appropriate, subject to the terms and conditions set forth in this social media policy. This policy establishes guidelines for the use of social media.

#### **B. Definitions**

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|                                     |                                                                                                                                                                                         |
|-------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Blogs or Blogging                   | Includes any electronic medium, whether maintained by the employee or by some other person, in which the viewer's express their views and opinions.                                     |
| Comment                             | Response to a municipality posting or social media content or posting submitted by a commenter.                                                                                         |
| Commenter                           | Municipal employee, official, or member of the public who submits a comment for posting in response to the content of a particular City posting or social media content.                |
| Music and Movie Collaborative Sites | Websites used to share, download, and upload music files, movies, photographs and other electronic files.                                                                               |
| Social Networking Websites          | Websites and/or applications that allow users to share information, including but not limited to such websites as Facebook, Snapchat, LinkedIn, Twitter, YouTube, Instagram and Flickr. |

### **C. General**

Social media services are to be used in a responsible, efficient, ethical, and legal manner to support services and programs of the City of Evanston. Use of social media services for official City business (hereinafter referred to as “business”) shall be at the discretion of each Department Director. If a Department Director decides to use social media for his/her department, failure to adhere to this policy and administrative procedures may result in a suspension or revocation of social media access. Willful or intentional misuse may lead to disciplinary action under applicable provisions of the City of Evanston Personnel Rules. The City reserves the right not to publish any business related posting and can remove postings at any time.

### **D. Employee usage Policy**

#### **1. Personal Social Media Accounts**

This policy is not intended to govern employees' establishment or use of personal social media accounts for personal purposes, outside the workplace and using non-City information systems. However, some such personal uses of social media may reflect on the City or appear to represent City policy or to be on behalf of the City. In addition, accessing and using personal social media accounts by means of City information systems is subject to City policy. For these reasons, City employees are expected to comply with this policy and the standards listed below when using personal social media accounts.

- City employees have no right to privacy with respect to their personal use of social media or personal social media accounts accessed by means of City information systems, or with respect to personal social media content so accessed. They should not expect or assume privacy or confidentiality with respect to any such personal social media use or social media content.
- Postings or user profiles on personal social media accounts must not state or imply that the views, conclusions, statements or other social media content are an official

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- policy, statement, position, or communication of the City of Evanston, or represent the views of the City or any City officer or employee, unless the City Manager or his/her designee(s) have granted express permission for that user to do so. Postings or user profiles on personal social media accounts must not serve to defame or damage the reputation of fellow City employees or City departments.
- If an employee does identify himself or herself as an employee of the City, any blogging or posting that is not done in order to further the business of the City or pursuant to the City marketing plan or strategy pursuant to the instructions of the employee's supervisor must contain a disclaimer that these postings or blogs are solely the opinion of the individual employee and that these positions or blogs do not reflect the views of the City, its officials, employees or citizens.
  - The City reserves the right to use content-management tools to monitor, review or block content on social media sites or blogs that violates this policy.

### 2. Professional Use/City of Evanston Business

All official City-related communication through social media and social networking sites should remain professional in nature and should always be conducted in accordance with this policy. Employees must not use official City social media websites or social networking sites for political purposes, to conduct private commercial transactions, or to engage in private business activities. Employees representing the City through social media outlets or participating in social media features on City websites must maintain a level of ethical conduct and professional decorum. Information must be presented following professional standards for good grammar, spelling, brevity, clarity and accuracy, and avoiding obscure terminology or acronyms.

#### a. Content of All Postings and Blogs

- All employees' Internet postings that identify the employees as City employees must not contain confidential or proprietary content or information with regards to the City of Evanston's computer systems, projects, facilities, or employees on any social media website.
- All personal blogs or postings on the blogs of others should have a clear disclaimer, such as the following: The views expressed by the author in the blog are those of the author alone and do not represent the views of the City of Evanston.
- Information published on an employee's blog should comply with the City's confidentiality and disclosure policies. This also applies to comments posted on other blogs, forums and social networking sites.
- No confidential, personal or identifying information shall be posted with regard to any City patron. If the employee is unsure if information is confidential, the employee should discuss with his/her supervisor.

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### b. Responsible and Respectful Posts

- Employees are encouraged to be respectful to the City, officers, officials, employees, agents and citizens in their use of social media.
- An employee's online presence may reflect the City and, therefore, employees must be aware that their actions captured via images, posts, or comments can reflect the image of the City and its other employees. All postings, photos, images, or other communications by an employee regarding service to, or employment with, the City which are known to be false about the City, its officials, or employees may subject the employee to disciplinary action consistent with this policy.
- The City seal or other logo, trademarks, or symbols used to identify the City may not be used without written consent from the Community Engagement Manager or his/her designee.

### c. Copyright and Other Legal Issues

- Employees must at all times comply with the laws regarding plagiarism and copyright violations, especially when the employee's site represents the employee as a City employee.

### 3. Compliance

Employees who violate this policy may be subject to disciplinary action, up to and including termination of employment. In accordance with the disciplinary policies and procedures for the employee and if applicable, the terms of a collective bargaining agreement.

### 4. Acknowledgement

City employees must sign a written acknowledgment that they have received, read, understand, and agree to comply with the City's social media policy and any other related policy.

## **E. General Policy**

### 1. Administration of Policy

- All employees shall review this social media policy, including their responsibilities to review content submitted for posting to ensure compliance with the policy.
- City social media sites should make clear that they are maintained by the City and that they follow the City's social media policy.
- Wherever possible, City social media sites should link back to the official City website for forms, documents, online services, and other information necessary to conduct business with the City.
- If possible on the social media website, City employees should clearly indicate that any content submitted for posting on the site is subject to the City's social media policy.
- The City reserves the right to restrict or remove any content that is deemed in violation of this social media policy or any applicable law. The terms of use and guidelines are posted

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on the City's website at: <https://cityofevanston.org/global/blog-comment-policy/index.php> and detailed in Section IV(B) below.

- Any content removed based on these guidelines must be retained by making a screen shot of the page prior to removal. The screen shot is a public record and must be maintained in a medium that can be accessed and searchable.

## 2. Reporting Violations

The City requests and strongly urges employees to report any violations or possible or perceived violations to the IT Division Manager or Human Resources Division Manager of Human Resources. Violations may include discussions of the City and its officials, employees, agents, patrons; any discussions or posting where the employee has identified himself or herself as a City employee and is engaging in illegal conduct; any discussion of proprietary or confidential information; and any unlawful activity related to blogging or social networking.

## 3. Disciplinary Action

All employees who violate this policy may be subject to disciplinary action, up to and including termination. The City further reserves the right to take legal action where necessary against employees who engage in prohibited or unlawful conduct. The disciplinary action will be in accordance with the respective union collective bargaining agreements to which the City is a party or the personnel manual, whichever is applicable.

## 4. Blog and Social Media Comment Policy

- The City's terms of use for City social media pages is posted on the City's website at: <https://cityofevanston.org/global/blog-comment-policy/index.php> and can amended without also updating this policy.
- The social media website must provide a clear description of the topics that the site intended to address and that may be addressed in comments, with a statement that user postings will be removed if they are not related to those topics or City functions.
- Comments containing any of the following inappropriate forms of content shall not be permitted on City social media sites and are subject to removal and/or restriction by the City Manager or his/her designees:
  - a. Vulgar language;
  - b. Personal attacks of any kind;
  - c. Comments or content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, genetics, status with regard to public assistance, national origin, physical or intellectual disability or sexual orientation;
  - d. Spam or links to other sites;
  - e. Discussion not relevant to topic;
  - f. Advocates illegal activity;
  - g. Promote particular services, products, or political organizations or causes;

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- h. Infringe on copyrights or trademarks;
  - i. Personally identifiable medical information; or
  - j. Information that may compromise the safety, security or proceedings of public systems or any criminal or civil investigations.
5. Compliance with Laws
- All City social media sites must adhere to applicable federal, state, and local laws, regulations and policies.
  - City social media sites are subject to the Illinois Freedom of Information Act, 5 ILCS 140/1 *et seq.* Any content maintained in a social media format that is related to the City business, including a list of subscribers, posted communication, and communication submitted for posting, may be a public record subject to public disclosure. Content related to City business shall be maintained in an accessible format so that it can be produced in a response to a request. Wherever possible, social media sites shall clearly indicate that any articles and any other content posted or submitted for posting are subject to public disclosure.
  - The Illinois Local Records Act, 50 ILCS 205/1 *et seq.* applies to social media formats and social media content. The Department maintaining a site shall preserve records required to be maintained pursuant to a relevant records retention schedule for the required retention period on a City server in a format that preserves the integrity of the original record and is easily accessible.
  - E-Discovery laws may apply to social media content; and therefore, content must be able to be managed, stored and retrieved to comply with these laws.

### **XI. Log-on Banner and Acknowledgment**

- A. Log-On Banner: The following banner will appear when each user logs onto the network and may be modified at the City's discretion without amendment to this policy:

*This computer system is the property of the City of Evanston. This computer system, including all related equipment, storage devices, networks, and network devices, is provided solely for the authorized use of authorized users; this includes Internet access and electronic mail (email). All information and data contained on the City of Evanston's computer systems, storage devices, and networks are the exclusive property of the City of Evanston.*

**USERS SHOULD HAVE NO EXPECTATION OF PRIVACY IN CONNECTION WITH THIS COMPUTER SYSTEM OR THE USE OF ANY CITY OF EVANSTON TECHNOLOGY RESOURCES.**

- B. Monitoring of Computer Use and Compliance with the Policy: The City of Evanston's computer systems and networks may be monitored and/or reviewed at any time for any reason

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deemed appropriate by the City of Evanston. Possible reasons for monitoring include, but are not limited to: ensuring that access is authorized; ensuring compliance with policy, rules, regulations, and/or laws; and management of the system. Such monitoring may include, but is not limited to: examination of email; examination of the user's activity; and examination of any computer files. All information, including any personal information, placed on this computer system, placed on any storage device, or sent via the City of Evanston's computer systems or networks is subject to monitoring and/or review. Any information discovered during monitoring and/or review may be stored and/or used for any purpose the City of Evanston deems appropriate. Use of this system, whether authorized or unauthorized, constitutes consent to any and all monitoring or review by the City of Evanston.