

Stillwater Fire District
Stillwater, New York

Fire District Policy and Procedure

Policy Number: 2 of 2006

Policy Name: Computer Use Policy

Date Issued: October 9, 2006

Effective: October 9, 2006

Revised: May 2009

Review Date: May 2010

I. **Purpose:** The purpose of this policy is to maintain a stable and safe computer network and to insure that is always available for use whenever it is needed. In addition it is recognized that having multiple persons involved in maintenance of a computer system is counter productive. In order to maintain a safe computer environment from both internal and external forces a single point of responsibility will be established and the users of the network will be required to comply with the following policies.

II. **Policy:** The computer system consists of the following but not exclusively, the hardware including CPU's monitors, printers, copiers, GPS units, cabling, routers and the software or programs loaded on any of the hardware. It is the intention of the Board of Fire Commissioners to enable the staff and members to utilize the system in a safe and professional manner. The computer system is intended to be used as a business tool and the District is providing the use of the system as a privilege to the members. It is encouraged that the staff use the system for standard business use, for informational purposes and for professional development. The use of the computer system is a combination of common sense, mutual courtesy and directives to keep the system safe from external corruption. Any uses outside of high professional standards may result in disciplinary action including indefinite suspension or loss of privileges to use the system. Anyone abusing their privileges may result in access to the system being limited to all members by any number of methods currently available. The Board of Fire Commissioners reserves the right to track and document the use of the system by all users through various programs maintained by the system manager.

- A. A system manager/administrator has been retained by the Board of Fire Commissioners and has been designated to maintain the condition and integrity of the entire computer system for the Stillwater Fire District.
- B. Programs shall not be loaded or downloaded onto any piece of equipment without express permission of the designated computer system manager. This includes screen savers, sound files and desktop formats.
- C. The system shall not be used in an inappropriate manner. Inappropriate uses include internet purchasing for private individuals, pornography in any form, streaming video or music, for political purposes, downloads of music, gambling,

for personal or private commercial purposes or for personal financial gain or any uses generally considered illegal. Any member found to be using the system in an inappropriate manner is subject to disciplinary action by the Board of Fire Commissioners.

- D. All information being saved to the system shall be appropriately and properly filed. Any information found to be placed improperly shall be removed.
- E. Files shall NOT be saved to the desk top.
- F. Programs, screen savers, file names, web page and any other programs or files shall not be changed or altered without permission from the designated system manager.
- G. Do not move or delete files belonging to others.
- H. Do not install pass words on any program without the express permission of the designated system administrator. Any unauthorized pass words will be removed.
- I. Do not alter or delete any program installed on the system. Updates shall be performed by the designated system manager.
- J. Use of internet sites which may affect the operation of the system or individual programs or in any way jeopardize the integrity of the system or programs shall be considered inappropriate.
- K. Files created on the system shall include the name or initials of the creator in the file name.
- L. All files shall be reviewed annually with old files being deleted as appropriate.
- M. Members or staff who wish to have information included on the Fire District web page shall submit such information to a commissioner for approval. The web page shall serve to promote the positive aspects of the fire service and to exchange pertinent information with the members and the public.
- N. Any programs that need to be installed on the system shall be brought to the attention of the Commissioners and if approved will be posted by the system manager or members trained to post information to the web page.
- O. A reasonable amount of training on the proper use of the computer system shall be made available by the Commissioners and administered by the system manager.
- P. Users should not have an expectation of privacy. The information technology system belongs to the District. Users expressly waive any right of privacy in anything they create, store, send or receive on the system.
- Q. Most software that resides on the system is owned by the District or third parties and is protected by copyright and other laws, together with licenses and other contractual agreements. It is not be copied and used elsewhere. Conversely no software is to be installed or used that has not been duly paid for and licensed appropriately for the use for which it was intended.
- R. The propagation of chain letters is considered an unacceptable practice.
- S. Since all files and programs on the system are the property of the District it is suggested that critical or sensitive files be regularly backed up on CDs or on drives external to the system to avoid loss of data.
- T. Appropriate uses of the system include communicating with fellow members, staff and suppliers
 - 1) Researching topics that are relevant to you specific job requirements.

- 2) Conducting activities such as working with the person who manages the web site.
- 3) Educational topics and training material available through government or private sources.

System Manager:

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By Order of Board of Fire Commissioners – Stillwater Fire District

Chairman Board of Fire Commissioners