

**Travis County Emergency Services District No. 9
Westlake Fire Department**

Standard Operating Guideline

Subject: COMPUTER USAGE POLICY

Effective Date: August 26, 2003

Authorized By: Chief Paul Barker Effective August 26, 2003

COMPUTER USAGE POLICY STATEMENT

This document describes the operational policies and rules associated with computer accounts, provided by the Department. It is important that you understand the rules, since if you inadvertently break them, your account and / or access may be deactivated. If you notice an activity which violates any of the rules outlined below, send a note up through your Chain of Command.

OPERATION POLICIES

This system is provided for authorized users “only”. While every attempt is made to respect the privacy of our users, general usage is monitored in order to detect unauthorized access and illegal activities. When illegal or inappropriate activities are suspected, a user’s files may be inspected, but only under the direct order of the Chief. Anyone making use of the Department’s computer system expressly consents to such monitoring and is advised that evidence of criminal activity may be provided to law enforcement officials.

POLICY FOR USE OF COMPUTING FACILITIES

TCESD # 9 computing and network facilities are made available to its members for Department operations and incidental personal use.

All users are expected to make a reasonable effort to use computing resources effectively and efficiently, subject to the following guidelines:

1. A computer account is intended to be used in pursuit of department operations and incidental personal use and should not be used for commercial gain or advertising. It is ok to use e-mail for personnel correspondence and to access the internet for legal information searches, etc.
2. A computer account is provided for the exclusive use of the person to whom the account was issued, and use by other persons is strictly prohibited. (You are responsible for all activity logged to the account)
3. Members must not attempt unauthorized access of computing installations outside of ESD 9 using ESD 9’s computer network facilities. You cannot use

our network to gain access to other networks outside of our system for improper or illegal purposes

4. Members must not attempt to use their account to obtain/exchange proprietary software when such action would violate copyright laws. You cannot download copyrighted music that is not intended to be free, etc.
5. Members must not attempt to subvert the restrictions associated with their computer accounts. (The computers have settings that are not to be changed by the users.)
6. Members must not use computing facilities to send or publish obscene, vulgar, rude, abusive, threatening, or harassing messages by electronic mail or other means. When posting to an electronic forum (i.e. newsgroups) users should keep in mind that such postings are not anonymous, and that the statements can reflect on the Department as well the individual. Any postings to newsgroups can be traced back to our network and are subject to accumulating spam.
7. Any actions that unduly interfere with the work of other members or computer systems, or that result in loss of user's work are unacceptable. This includes action on the Internet that might cause congestion of the network, such as sending e-mail chain letters, running more than one large job on a machine, etc.
8. Members must not attempt to forge e-mail or newsgroup postings, or attempt to mask their identity for the purpose for deception. If you want to be anonymous, use a personal machine at home.