

Winfield Township Computer Policy

Winfield Township (the “Township”) provides a variety of resources to its employees for use in their day-to-day official activities. The following outlines the conditions Winfield Township employees (the “Employee”) agree to in connection with their use of Computers or other computers (the “Computer”) issued by the Township.

1. Use: The Computer should be used for official Township purposes only. Occasional personal use of the computer is permitted; however, such use is prohibited during work hours. Personal use must not disrupt the work of any employee. Furthermore, the Employee agrees to refrain from using the computer in any way that may leave it vulnerable to viruses, malware, or other adverse technologies.

2. Prohibited Uses: The Employee is expressly prohibited from the following:
 - a. Removing any software from the computer without the express written consent of Supervisor or Clerk.
 - b. Adding any software to the computer without the express written consent of Supervisor or Clerk.
 - c. Copying any software from the computer.
 - d. Intentionally, or unintentionally use the computer to reveal any Township confidential material not authorized to receive it.
 - e. Using the Computer to harass anyone through any medium, or through any form of social media.
 - f. Engaging in the consumption or production of any obscene, pornographic, profane, abusive, defamatory, derogatory, discriminatory material.
 - g. Wiping or destroying any Computer hardware without the express written consent of Supervisor or Clerk.
 - h. Using the Computer for any personal commercial activity, other than the purchase of meals during normal or extended working hours.

3. Privacy: Employee should not assume that activities on the computer are private. Employees should keep personal records off the Computer as the Township does not provide privacy or confidentiality of non-Township information stored on the Computer’s files. The Township reserves the right to access and review all files on the computer at

any time. By signing this document Employee consents to the Township monitoring their activities on the computer.

4. Viruses and Malware: If the Employee believes the computer has been infected by a virus or malware, the employee should immediately notify Supervisor or Clerk. Supervisor or Clerk will schedule the computer to be assessed by a Township authorized IT expert.
5. Repairs: All Computer complaints should be referred to Supervisor or Clerk. Employees are expressly prohibited from taking the Computer to any repair shop for any service or repair whatsoever without the express written consent of Supervisor or Clerk.
6. Lost or Stolen Computer: If the Computer is lost or stolen, the Employee should, as soon as reasonably possible, notify Supervisor or Clerk about the lost or stolen Computer.
7. Rights: Nothing in this Policy is meant to or should be interpreted to limit any Employee rights under any applicable federal, state, or local laws.
8. Violations: Any violation of this Policy may result in discipline or reprimand which the Township deems appropriate under its employee handbook or other employee policies, up to and including termination of employment.
9. If there is an issue with Supervisors computer it is to be reported to Clerk and vice versa.
10. Repairs are to be handled by the current IT company Office Machines Company inc. in which the Township acquired the equipment.

By signing this Policy, I am acknowledging and agreeing to comply with the foregoing as well as future rules or restrictions related to computer use as may be implemented by the Winfield Township Board.

Date: _____ [sign] _____

[print] _____

Witnessed by township official [sign] _____

Date: _____ [print] _____

Date equipment issued to employee: _____