

## POLICY ON COMPUTER AND EMAIL USAGE

Computer systems and equipment including, but not limited to, laptop computers, printers, networks, software, electronic mail, and internet access are provided for Village related use only. It is the responsibility of all Village employees to see that these information systems are used in an efficient, ethical and lawful manner. Employees should not use a password, access a file, or retrieve stored information without authorization. Where an employee is authorized to use passwords, it is that employee's responsibility to protect their own passwords. Employees should not share user identifications, passwords, and access codes except when authorized to do so. The use of unauthorized email internet domains for conducting official Village business is prohibited. The only authorized domain for official business is villageofoceanbeach.org. Employees requiring a Village email address should contact their supervisor.

The Village of Ocean Beach strives to maintain a work place free of harassment and sensitive to the diversity of its employees. Therefore, use of computers, the email system and the internet in ways that are disruptive, offensive to others, or harmful to morale is prohibited. For example, the display or transmission of sexually explicit images, messages, and cartoons is not allowed. Other such misuses includes, but is not limited to, ethnic slurs, racial comments, off-color jokes, or anything that may be construed as harassment or showing disrespect for others. These standards apply to screen savers and backgrounds as well.

The computer systems, including email and the internet, may not be used by employees to solicit for commercial ventures, religious or political causes, outside organizations, or other non-Village matters. All information stored in the Village computer system is to be treated as confidential, proprietary information. Only certain information printed for public correspondence or the like may be considered non-proprietary or not confidential. Personal portable storage devices (ipods, cameras, thumb drives, etc.) are not to be attached to any Village computer or network.

The Village purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, the Village does not have the right to reproduce such software for use on more than one computer. Employees may only use software on the computer

system according to the software license agreement. The Village prohibits the illegal duplication of software and its related documentation. Employees are not allowed to install unauthorized software without approval from the Village. Introducing or using software designed to destroy or corrupt the Village's computer system with viruses or cause other harmful effects is prohibited.

To ensure compliance with this policy, computer, email and internet usage may be monitored. An employee has no property interest in anything stored on the Village's computer system and equipment and should have no expectation of privacy for any use of such equipment. Employees should notify their supervisor upon learning of violations of this policy. Employees who violate this policy will be subject to disciplinary action, up to and including termination of employment, in accordance with all applicable laws and collective bargaining agreements, if any.

Received and Read:

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Employee Name

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Employee Signature

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Dated



## INCORPORATED VILLAGE OF OCEAN BEACH

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JOSEPH C. LOEFFLER, JR., *Mayor*  
JAMES S. MALLOTT, *Trustee*  
WILLIAM A. WINGATE, *Trustee*  
STEVEN L. EINIG, *Trustee*  
KENNETH E. KLEIN, *Trustee*

MARY ANNE MINERVA, *Administrator*  
KEVIN J. SCHELLING, *Superintendent of Public Works*

**TO: ALL VILLAGE PERSONNEL**

**FROM: MARY ANNE MINERVA, ADMINISTRATOR**

**DATE: APRIL 20, 2007**

**RE: DIRECTIVE**

### POLICY ON COMPUTER AND EMAIL USAGE

Effective immediately, each and every Village employee must sign this form and return to the Village Office as acknowledgment that you have received and read a copy of the Village of Ocean Beach's **POLICY ON COMPUTER AND EMAIL USAGE**, as adopted at a duly noticed, regularly scheduled Board of Trustees meeting held on April 14, 2007.

I, \_\_\_\_\_, the undersigned employee, affirm that I am familiar with and shall remain in compliance with all aspects of the Village of Ocean Beach's Policy on Computer and Email Usage.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Employee

A1028	Refuse Third Day	From: \$50,000.00
		To: \$40,684.00
A2130.3	Refuse Third Day Out Of District	From: \$5,500.00
		To: \$ 0
A2401	Interest Earnings	From: \$64,900.00
		To: \$61,218.00
A5990	Appropriated Fund Balance	From: \$150,000.00
		To: \$ 28,000.00

Trustee Wingate seconded this motion. Upon call, all voted aye.

**ADOPT POLICY: COMPUTER AND EMAIL USAGE:** Trustee Mallott moved as follows:

Whereas, the Village of Ocean Beach Board of Trustees wants to ensure that the Village-owned computer systems and equipment are only used for Village related purposes; and,

Whereas, the Village wants to ensure that said computer systems and equipment are used in an efficient, ethical and lawful manner,

Now, therefore, it is hereby

RESOLVED that the Village of Ocean Beach Board of Trustees hereby adopts the proposed Computer & E-Mail Usage Policy, a copy of which is on file with the Office of the Village Clerk.

Trustee Klein seconded this motion. Upon call, all voted aye.

**RESOLUTION TO EXTEND THE TERMS OF APPOINTMENTS: ADMINISTRATOR, SUPERINTENDENT OF PUBLIC WORKS:** Trustee Mallott moved to table this resolution. Trustee Klein seconded this motion. Upon call, all voted aye.

Mayor Loeffler expressed belief that these terms should coordinate with the terms of the Mayor to insure smooth teamwork with Administrations. The proposed resolution was tabled since counsel was not present.

**AUTHORIZATION TO SOLICIT REQUESTS FOR PROPOSALS: VILLAGE INVENTORY SYSTEM:** Trustee Wingate moved as follows:

WHEREAS the Incorporated Village of Ocean Beach desires to implement an inventory control system;

Now, therefore, it is hereby

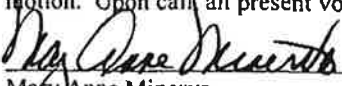
RESOLVED that the Village Administrator is authorized to solicit Requests for Proposals for an Inventory Control System.

Trustee Einig seconded this motion. Upon call, all voted aye.

**DISCUSSION: FERRY TICKET BOOK DISTRIBUTION:** Mayor Loeffler discussed the policy and protocol followed for the distribution of discounted ferry tickets. A maximum of 6 books are offered to each property in the first round. The Board has decided that if there are left over books after the initial distribution, a second round will be offered to property owners for an additional amount to be determined based upon the number remaining.

**HEARING OF THE CITIZENS:** Various members of the public spoke about such matters as concrete work proposed areas to be repaired, street flooding and sweeping, carts with no permits, raising sidewalks on Ocean and Bungalow, kudos on the Budget, garbage collection pick up time change.

**ADJOURNMENT:** Mayor Loeffler moved to adjourn the Meeting at 1:30 p.m. Trustee Mallott seconded this motion. Upon call, all present voted aye.

  
 Mary Anne Minerva  
 Administrator