

Town of Dryden Computer Information Security Policy

Terms and Conditions for Computer, Internet, E-Mail, Passwords and Remote Use

Each affected employee must carefully read, and agree to abide by, the following Town of Dryden approved Acceptable Use Policy for Town of Dryden provided e-mail and Internet access before signing. Conformance to this Policy is considered to be a term and condition of the affected employee's employment. Abuse of e-mail and Internet access privileges or other non-conformance to this Policy may be cause for disciplinary action up to and including discharge.

The Internet offers many resources to Town of Dryden employees for the efficient exchange of information and the timely completion of assigned responsibilities. The use of Internet facilities and e-mail by any employee, volunteer or contractor must be consistent with this Acceptable Use Policy.

This policy document delineates acceptable use of the Internet and Town of Dryden computer hardware and software by employees, volunteers, and contractors while using Government-owned or leased equipment, facilities, Internet e-mail addresses, or domain names registered to the Town of Dryden.

The following Internet and/or computer users are covered by this policy:

1. Authorized full and part-time employees of the Town of Dryden.
2. Volunteers who are authorized to use the Town of Dryden resources to access the Internet.
3. Contractors who are authorized to use the Town of Dryden owned or leased equipment or facilities.
4. All other workers who are authorized to use the Town of Dryden resources to access the Internet and to use the Town of Dryden owned or leased equipment or facilities.

Employees, volunteers, contractors, and other workers who are not authorized to access the Internet as part of their official duties, may not access the Internet using Town of Dryden facilities, except for the Town of Dryden public wireless network available in the Town Hall, under any circumstances. It is expected that users who are authorized to access the Internet as part of their official duties, will do so to improve their job knowledge; to access scientific, technical, and other information on topics, which have

relevance to their assignments; and to communicate with their peers in other Government agencies, academia, and industry. Users should be aware that when access is accomplished using Internet addresses and domain names registered to the Town of Dryden, they might be perceived by others to represent the Town of Dryden. Users are advised not to use the Internet for any purpose, which would negatively affect the Town of Dryden or its employees.

If an authorized user violates any of these provisions, his or her access privileges may be terminated, and future access may be denied and may be cause for disciplinary action up to and including discharge or legal action, including subpoena of data files, application for and execution of a search warrant, and criminal prosecution. The signature at the end of this document is binding and indicates the party who signed has read the terms and conditions carefully, understands their significance, and agrees to abide by those terms and conditions.

The System Administrator for this Policy, with general guidance from the Town Supervisor, shall be appointed annually at the Town's Organizational Meeting.

Acceptable Use of Internet Access and e-mail for Town of Dryden's Authorized Users:

The purpose of allowing access to the Internet is to support research and enhance worker productivity by providing access to resources and communications. The use of your account must be in support of Town of Dryden business goals and objectives. The use of the Internet may not be used in violation of any local, state, or federal laws, regulations, or other government requirements. This use includes but is not limited to; theft or infringement of copyrights, trademarks, trade secrets, or other types of intellectual property; fraud; forgery; theft or misappropriation of funds, credit cards, or personal information; and threats of physical harm or harassment.

Non-business communications and access to information for non-business-related activities is permitted within the bounds outlined by this policy but such use shall not interfere with the productivity of employees, volunteers, contractors, and other workers. Supervisors who become aware that non-business use of Town of Dryden computing resources by an employee, volunteer, or contractor is interfering with productivity may choose to discipline the employee, volunteer, contractor, or other worker up to and including discharge or legal action.

E-mail messages must be drafted in a professional, business-like manner and should use appropriate language.

The use of the Town of Dryden computer resources including e-mail and Internet access is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges and may be cause for disciplinary action up to and including discharge. The Town of Dryden Board or Department Head may request the System Administrator to deny, revoke, or suspend specific user access privileges, when use that violates these policies has been determined.

Inappropriate Use of Town of Dryden computer resources includes, but is not limited to:

1. Participating or engaging in activities that violate local, State, or Federal laws or regulations.
2. Creating, storing, viewing, or transmitting information, which is abusive, offensive, fraudulent, harassing, embarrassing, vulgar, sexually explicit, obscene, or defamatory.
3. Engaging in any unwarranted invasion of the personal privacy of any individual, or the unauthorized disclosure of sensitive or confidential information.
4. Participating in any activity that constitutes harassment under the Town of Dryden Personnel Policy or under state or federal law or regulations.
5. Reading, deleting, copying, or modifying e-mail messages sent to others without their permission.
6. Promoting political or religious positions, and/or advocating or promoting intolerance of others.
7. Operating a personal business, or any use for personal gain.
8. Using or installing any software or peripheral equipment not approved in advance by the System Administrator.
9. Engaging in any activity that would compromise the security of the Town of Dryden network and computer resources such as any attempt to harm or destroy data through the upload or creation of computer viruses, hacking, monitoring, or using systems without authorization.
10. Using streaming video services unless directly related to Town of Dryden business.

Security and Passwords:

Security is a high priority, and the following must be adhered to:

1. The use of another individual's account and allowing another to use your account is prohibited.

2. Do not give your password to any other individual or write it down.
3. Strong passwords are long, the more characters you have the stronger the password. We recommend a minimum of 8 to 14 characters in your password. In addition, we highly encourage the use of passphrases, passwords made up of multiple words. Examples include *“It’s time for vacation”* or *“block-curious-sunny-leaves”*. Passphrases are both easy to remember and type yet meet the strength requirements.
 - Poor, or weak, passwords have the following characteristics:
 - Contain less than eight characters.
 - Contain personal information such as birthdates, addresses, phone numbers, or names of family members, pets, friends, and fantasy characters.
 - Contain number patterns such as aaabbb, qwerty, zyxwvuts, or 123321.
 - Are some versions of “Welcome123” “Password123” “Changeme123”
 - Every work account should have a different, unique password. To enable users to maintain multiple passwords, we highly encourage the use of ‘password manager’ software that is authorized and provided by the organization. Whenever possible, also enable the use of multi-factor authentication.
 - Users must use a separate, unique password for each of their work-related accounts. Users may not use any work-related passwords for their own personal accounts.
 - Password Protection
 - Passwords must not be shared with anyone, including supervisors and coworkers. All passwords are to be treated as sensitive, Confidential Town of Dryden information. Corporate Information Security recognizes that legacy applications do not support proxy systems in place. Please refer to the technical reference for additional details.
 - Passwords must not be inserted into email messages, Alliance cases or other forms of electronic communication, nor revealed over the phone to anyone.
 - Passwords may be stored only in “password managers” authorized by the organization.
 - Do not use the "Remember Password" feature of applications (for example, web browsers).
 - Any user suspecting that his/her password may have been compromised must report the incident and change all passwords.
- Attempts to log into the network as any other user will result in cancellation of user privileges.

- Users who violate this section or who engage in activities that compromise the integrity of the network or the information stored on the network may be denied access to the Town of Dryden computer resources at the discretion of the System Administrator.

Minimum Access:

The Town of Dryden gives a minimum amount of access to files and directories such as personally identifiable information of all faculty, staff, contractors, part-time staff, and other workers. The Town of Dryden also details the minimum conditions that the computers need to meet, in order to be allowed on to the network. This policy applies to faculty, staff, contractors, part-time staff, and other workers of the Town of Dryden. It affects all computer and network resources at the Town of Dryden.

File system Security

The Town of Dryden allows the minimum amount of access on files and directories as possible. No unauthorized user should attempt to access files of sensitive nature, which will be known because of the password protection or the restricted profile. The concept of minimum access extends beyond the scope of file systems into almost all realms of security.

Computer connection to network

Computers need to meet minimum conditions in order to connect to the Town of Dryden Wi-Fi and network resources. They must have at least updated antivirus and updated software patch level. The user is responsible for the security and appropriate use of the Town of Dryden network resources under your control.

Remote Access:

Remote access to our corporate network is essential to maintain the Town of Dryden productivity, but in many cases this remote access originates from networks that may already be compromised or are at a significantly lower security posture than our corporate network.

This applies to all the Town of Dryden employees, contractors, vendors, and other workers with the Town of Dryden owned or personally owned computer or workstation used to connect to the Town of Dryden network. This policy applies to remote access connections used to do work on behalf of the Town of Dryden, including reading or sending email and viewing intranet web resources. This policy covers all technical implementations of remote access used to connect to the Town of Dryden networks.

Authorized users shall protect their login and password, even from family members.

While using the Town of Dryden owned computer to remotely connect to the Town of Dryden corporate network, authorized users shall ensure the remote host is not connected to any other network at the same time, with the exception of personal networks that are under their complete control or under the complete control of an authorized user or Third Party.

- Use of external resources to conduct Town of Dryden business must be approved in advance by the Town of Dryden and the appropriate business unit manager.
- All hosts that are connected to the Town of Dryden internal networks via remote access technologies must use the most up-to-date anti-virus software.

Personal equipment used to connect to the Town of Dryden networks must meet the requirements of Town of Dryden owned equipment for remote access.

Town of Dryden Rights:

1. The Town of Dryden retains the right to monitor employees' use of Computer Resources (including computers, the Internet and e-mail) to ensure compliance with applicable laws, rules, and regulations, as well as the Town of Dryden's Use Policy. This includes, but is not limited to, accessing stored information, reviewing logs of incoming and outgoing information and messages, as well as the content of that information. There can thus be no expectation of privacy with respect to an employee's use of any Town of Dryden's technology resources.
2. The Town of Dryden, through the System Administrator, reserves the right to record the location of all Internet sites accessed by users.
3. The Town of Dryden, through the System Administrator, reserves the right to block access to or from any Internet resources.

The Town of Dryden will not be responsible for any damage. This includes but is not limited to the loss of data resulting from delays, non-deliveries, viruses, or service interruptions. Use of any information obtained is at the user's risk. Any computer connected to the (Town of Dryden's) network must have anti-virus software installed.

Town of Dryden
93 East Main Street
Dryden, NY 13053

Policy Acknowledgement Form

I UNDERSTAND AND ACKNOWLEDGE, that I received a copy of the Computer Information Security Policy. I understand that this policy is a condition of employment with the Town of Dryden. I understand that these policies are effective immediately.

I HAVE READ the Computer Information Security Policy and I agree to abide by the terms and conditions.

I UNDERSTAND all the terms and conditions of the Computer Information Security Policy. I understand that the failure to abide by the terms and conditions of this policy may result in termination of employment and/or criminal prosecution.

Employee Name: _____

Employee Signature: _____

Date: _____

Supervisors Signature: _____

Date: _____

This document needs to be kept in the employee's Personnel file. Once this document is signed, network and email accounts will be provided to the new employee.