



**City of Hampton  
PERSONNEL ADMINISTRATIVE INSTRUCTION**

<b>DATE:</b> November 19, 2001	<b>CHAPTER:</b> 2	<b>PAI No.</b> 2
<b>REFERENCES:</b>	<b>SUBJECT:</b> Technology and Communications Systems Usage	

I. Purpose:

This instruction provides general guidelines for the use of the City of Hampton technology resources. Specific guidelines for use of the City’s technology systems can be found in the Technology Management Guide, maintained by the Information Technology Department. Department Heads may establish additional department specific policies.

For the purpose of this instruction, technology systems include telephone systems (i.e. wire line, PDA, cellular), network systems (City network, personal computers, printers, and peripherals) and software applications (email, internet browsers, etc.) and any other technology-related resources funded and maintained by the City of Hampton. These guidelines do not supersede any state or federal laws, or any other City policies regarding confidentiality, information dissemination, or standards of conduct.

II. Appropriate Use:

The City’s technology systems, including all equipment and software, are City property. Technology systems should be used exclusively for official City business. It is a general policy of the City that Internet access is used **for City business purposes** and in a responsible, efficient, ethical, and legal manner in accordance with the mission of the City. Personal use of the internet is allowed for reasonably brief periods of time, during an employee’s break period or other periods when an employee is not expected to be actively performing his/her official duties. Employees who engage in personal use of the internet beyond the allowances listed herein may have their access revoked and may be subject to disciplinary action. Access to such systems is established by the Department of Information Technology upon authorization from the Department Head. Each Department Head is responsible for managing and monitoring proper and business-related usage by employees.

Any correspondence disseminated through the City’s email system is considered official City business and property. It may also be considered public information depending on its content. Therefore, all electronic messages sent from City email accounts will be uniform and consistent in the identification of the authors and/or senders. Email signature blocks will

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be limited to the following: employee name and credentials (if any), job title, department address, telephone and facsimile numbers, email address and have the option to use the City's logo or current branding. Any information included in the email signature block that is not specified in this instruction will be construed as the inappropriate use of City email. Quotes, pictures, symbols, philosophical statements, or slogans are inappropriate in City email signature blocks. A city department or organizational unit may request an exception to the standard email signature block for the purpose of communicating public information or the need for specific action to be taken by citizens. Requests for an exception must be submitted by the department head to the Director of Human Resources or designee in writing and will be reviewed and approved on a case by case basis. The ban on the use of all quotes, pictures, symbols, philosophical statements, or slogans in the City email signature block is content neutral, not limited to any particular expression, and consistent with the City's obligations under constitutional law principles. As use of the City email system is intended for official City business, the use of quotes, pictures, symbols, philosophical statements or slogans may give the incorrect, and in some instances impermissible impression that the City officially endorses such quotes, pictures, symbols, philosophical statements, or slogans.

III. Confidentiality:

Employees should have **no** expectation of privacy regarding the use of the City's technology systems. All technology systems usage is subject to inspection and audit by the City Manager or designee at any time with or without notice. Use of the City's technology systems by an employee constitutes acceptance of the City's right to inspect and audit all technology.

IV. Security:

Employees shall take reasonable and necessary precautions when using the City's technology systems. Please refer to the Technology Management Guide for more information on the City's security infrastructure and guidelines for use.

V. Adherence:

Failure to adhere to these instructions may result in suspension or revocation of the privilege of the technology systems access by the City Manager as well as disciplinary actions up to and including dismissal from employment.

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