

# ***TULLY FIRE DISTRICT***

*1 Railroad Street  
Tully, New York 13159*

## ***DISTRICT POLICIES***

**Policy Number:** 10-001

**Department:** Operations

**Subject:** Internet Usage

**Date:** September 8, 2010

This Internet usage policy is designed to help each employee understand the expectations of Tully Fire and Ambulance District for the use of the Internet, and to help each employee use the resources wisely. The Internet for this office is a business tool and access to the Internet should be used for Fire and Ambulance service related purposes

All existing policies of Tully Fire and Ambulance District apply to conduct on the Internet, especially, but not limited to, those that deal with intellectual property protection, privacy, misuse of Districts resources, harassment, and information in date security, and confidentiality.

While the District's direct connection to the Internet offers a number of potential benefits, it can also open the door to some significant risks to data and systems if appropriate security discipline is not followed. An Internet user **can be held accountable for any breaches of security or confidentiality resulting from his or her use of the District's Internet connection.**

In addition to the associated risks, unnecessary or unauthorized Internet usage causes network and server congestion. It slows other users and effects shared resources.

### **Policy Provisions:**

1. All desktop Wallpaper will be of generic nature or Fireman related. Standard Microsoft mouse pointers should also be used;
2. The District reserves the right to inspect any and all files in order to assure compliance with policy;
3. Sexually explicit material may not be displayed, archived, stored, distributed, edited, or recorded using the network or computing resources;
4. **There is to be no use of the Internet for personal reasons; this includes entering chat rooms, downloading personal software or using Instant messaging services or shopping;**
5. Use of any District's resources for illegal activity is grounds for immediate dismissal, and the District will cooperate with any law enforcement activity there from;

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6. Any software or files downloaded via the Internet into the District's network become the property of the District;
7. No person may use the District's facilities knowingly to download or distribute pirated software or data;
8. No person may use the District's Internet facilities to deliberately propagate any virus, worm, Trojan horse, or trap-door program code;
9. Persons with Internet access may download only software for direct District's use and must arrange to have such software properly licensed and registered. No software or files shall be downloaded for personal use;
10. Persons with Internet access may not use the District's Internet facilities to download entertainment software or games, music, or to play games without the permission of the Fire Commissioner's.
11. Persons with Internet access may not upload any software licensed to the District or data owned or licensed by the District without explicit authorization from the Fire Commissioner's.
12. The District has software and systems in place that can monitor and record all Internet usage and all people's internet usage may be monitored at any time. Persons will be held accountable for any breaches of security or confidentiality.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Initial

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**INTERNET USAGE POLICY**

I, \_\_\_\_\_, have read and understand the  
*Print Name*

Tully Fire District's Internet Usage Policy. I agree to be bound by the terms thereof.

I further acknowledge that a violation of this policy will result in my individual responsibility for the costs associated with my breach of the policy.

\_\_\_\_\_  
Signed

Date: \_\_\_\_\_