This Electronic Equipment & Cell policy passed by the Board of Selectmen on February 20, 2014 shall supersede any previous Electronic Equipment & Cell policy in place prior to this date.
ELECTRONIC EQUIPMENT, COMMUNICATIONS AND USE POLICY

1 PURPOSE

1.1 The Town of Harrison, in an age of growing technology and electronic communication, is implementing a policy to clearly define employee expectations and responsibilities pertaining to but not limited to all electronic equipment, cell phones, and other personal electronic media devices.

2 EXPECTATIONS

2.1 Professionalism is expected of all Town employees.

2.2 Cell phones and personal electronic devices
   2.2.1 Ringers on all personal devices should be turned off.
   2.2.2 Use of personal cell phones and devices is restricted during the business day.
   2.2.3 If it is necessary to use your cell phone or personal device, find a location away from the public and other employees.
   2.2.4 During meetings, all devices should be turned off so as not to interfere with Town business.

2.3 Electronic Communication
   2.3.1 All electronic equipment, computers, network and Internet services are owned by the Town and/or are provided solely for use in the Town's business activities.
   2.3.2 All Electronic Communications are the Town's property.
   2.3.3 The Town has the right to monitor and review all Electronic Communications at any time without notice to its employees.
   2.3.4 Any downloading of materials or loading of programs/software onto any part of the System without permission from Town technical staff is prohibited.

2.4 Town Owned Devices
   2.4.1 The Town provides cell phones and/or other devices to some employees to carry out employment related duties before, during and after normal business hours. The Board of Selectmen/Town Manager shall decide which employees will be provided a cell phone or personal device as needed.
   2.4.2 All Town policies apply.
3 PERSONAL USE

3.1 Incidental personal use is permitted as long as use does not interfere with an employee's job responsibilities and performance. (Break, lunch and pre/post work hours)

3.2 Use may not interfere with System operations or other system users.

3.3 Users will adhere to all policies.

3.4 It is an expectation all employees will pay for personal photocopying or faxes at the current office rate.

4 PRIVACY

4.1 Employees have no expectation of privacy in their use of town electronic equipment, network and Internet services.

5 PROHIBITED USE

5.1 Cell phones or other portable media devices are prohibited from use while operating a motor vehicle, heavy equipment or any type of mechanical equipment.

5.2 Accessing, submitting, posting, publishing, forwarding, downloading, scanning or displaying materials that are defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing and/or illegal are strictly forbidden and may result in disciplinary, termination and/or legal action.

5.3 Using the Town's electronic equipment, networks and Internet services for any illegal activity or any activity that violates any Town policies and/or procedures may result in disciplinary, termination and/or legal action.

5.4 The System may not be used to solicit anyone for any commercial, religious, charitable, or political causes, or for outside organizations.

5.5 Any electronic equipment taken off site by an employee to complete their position responsibilities must follow all Town policies and/or procedures.

5.6 Employees are held accountable for the care and use of their electronic equipment and must control access to it.

5.7 The use of the equipment by non-authorized personnel and citizens is prohibited.

5.8 Use of a device in a manner that violates any Town policy may result in disciplinary, termination and/or legal action.
GIVEN UNDER OUR HANDS THIS 13th DAY OF FEBRUARY A.D. 2014

HARRISON BOARD OF SELECTMEN:

______________________________________
William Winslow, Chairman

______________________________________
Kathy Laplante, Vice Chairman

______________________________________
Christine Davis

______________________________________
Matthew Frank

______________________________________
Richard St. John

A True Copy
Attested_________________________________ Date__________
As an employee of the Town of Harrison, I have read the Electronic Equipment & Cell Phone Use Policy. I understand and agree that I may be held liable for violations.

__________________________________  ____________________________
Employee Name (Printed)              Employee Name (Signature)

__________________________________
Date