

COMPUTER HARDWARE AND SOFTWARE POLICY

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This policy establishes the requirements and responsibilities to the City's computer systems by all City officers, officials, employees, and contractors/vendors who use City computers.

A. Computer Use Policy and Procedure Requirements:

1. Computer equipment, including software, hardware, and related services, owned or leased by the City must be safeguarded from damage, abuse, loss and degradation due to inappropriate use.
2. No person shall load computer games, screen savers or background software onto City equipment.
3. No person shall remove computer hardware, software, peripheral equipment, or documentation from City premises without express permission from the Information Systems Director and only for the purpose of performing City business. Equipment that is portable and on a list of authorized portable devices may be removed from City premises upon permission from the requestor's department or administrative manager.
4. No person shall, for personal use, copy software data, files, etc., owned or licensed by the City, unless authorized by their department head or administrative manager to do so (and allowed by licensing agreements) to perform City business using their personal computer. With their supervisor's authorization, employees may exchange work-related, non-executable data files between their personal and City computer.
5. Because of the risk of computer viruses, defective programs, and corrupted data, no person shall use a computer file from a non-City source without first scanning the file for viruses, or install or copy personally owned or licensed files or programs to City owned computer equipment beyond the employee's permission level without the approval of the Director of Information Systems.
6. No employee shall engage in unauthorized personal business during work time or unauthorized or improper use of City property or equipment. Any such action may result in discipline up to and including dismissal. Use of computer equipment for purposes other than City business during work time, except as otherwise authorized by City policy, shall be considered an offense subject to

such discipline. This includes, but is not limited to, the use of computers and related devices, and on-line services, including the Internet, etc.

7. All computer passwords used at the City must remain secret and no person shall give his or her password to any other person for any reason nor shall the password be posted at a workstation.
8. All City hardware shall be installed by an authorized Information System employee or designated vendor. No person shall take apart, install, relocate or remove any hardware on any computer or peripheral device for any reason, except as specifically authorized to do so.

B. Computer Software Licensing and Use Policy Requirements and Procedures:

1. No person shall load software or run software on City computers or network servers without specific written approval of the Information Systems Director. Unless specifically authorized in writing by the vendor or developer, no person shall copy any software or documentation for any reason. All software shall be registered with the Information Systems Department and no person shall run public domain software on any City computer or network server until its source has been determined and it has been checked for viruses.
2. Unauthorized copying or use of computer software is not considered to be within the scope of employment. Authorized persons shall use City software only in accordance with the applicable license agreements. No software shall be run on City computers or network servers for production purposes unless used in this manner. Unlicensed software may be run for up to 30 days for the purpose of testing/evaluation if done with the knowledge and consent of the Information Systems Director and the vendor, developer, or reseller. If not licensed, the software shall be removed at the end of the 30 day period.
3. The City and all its authorized officers, officials, employees, contractors and vendors shall cooperate fully with any governmental agency that is legally authorized to conduct software audits.
4. Persons who make or knowingly use illegal copies of computer software are subject disciplinary action up to and including dismissal, and may also be liable for civil damages of up to \$100,000 and criminal penalties, including fines and imprisonment.
5. If the City is sued or fined because of unauthorized copying or use of software by any person, it may seek repayment from such person of any and all costs, fees and fines. Under no circumstances shall the City be liable for any costs, fees or fines for any person who is sued or fined individually under such circumstances.
6. Information System authorized personnel only are permitted to load software on City computers and network servers.

7. All persons using a City computer shall audit the software residing on their computer to ensure compliance with the license agreements for that computer. Information System personnel shall audit the software residing on network servers at least annually to verify licensing agreements. Unlicensed software, other than that legally being tested/evaluated shall be removed immediately.
8. Violations of this policy should be reported to the Information Systems Director.