

<b>1. DEPARTMENT OF INFORMATION TECHNOLOGY</b>	<b>CITYWIDE POLICY</b>	 <b>City of Cottonwood</b>
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## P 8280 – ACCEPTABLE USE POLICY

DOCUMENT NUMBER:	P8280
EFFECTIVE DATE:	JULY 1, 2018
REVISION:	1.1

### 2. AUTHORITY

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To effectuate the mission and purposes of the City of Cottonwood (CoC), the DoIT shall establish a coordinated plan and program for Information Technology (IT) implemented and maintained through policies, standards and procedures (PSPs) as authorized by the Deputy City Manager and approved by the City Manager of Cottonwood.

### 3. PURPOSE

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The purpose of this policy is to outline the acceptable use of city information system assets to reduce the risks to agency information systems due to disclosure, modification, or disruption, whether intentional or accidental.

### 4. SCOPE

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- 4.1 Application to the City of Cottonwood** - This policy shall apply to all classified and non-classified employees of the City of Cottonwood.
- 4.2 Application to Systems** - This policy shall apply to all city information systems. Policy statements preceded by “(P)” are required for city information systems categorized as Protected.
- 4.3 Application to End User** - The content of this policy is primarily focused towards the end-user, unless explicitly specified otherwise, as stated in Section 3.1.

### 5. EXCEPTIONS

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- 5.1** Policies, standards and procedures (PSPs) may be expanded or exceptions may be made on a case by case basis, governed by the Department of Information Technology in coordination with the Deputy City Manager.

### 6. ROLES AND RESPONSIBILITIES

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- 6.1** City IT Manager (ITM) or his/her designee shall:
- a. Be ultimately responsible for the correct and thorough completion of Citywide IT PSPs throughout all city departments.
- 6.2** Department head or his/her designee shall:
- a. Ensure the security of Information Systems and report any possible security breach, where credentials may have been compromised, to the Department of Information Technology;
  - b. Monitor personnel activities to ensure compliance;
- 6.3** Individual Users shall:
- a. Read, understand and follow this PSP, Citywide Policy P8280, Acceptable Use Policy, and related PSPs; and ensure compliance;
  - b. Ensure all Information Systems usage is consistent with applicable laws, rules and Citywide and Department policies; inappropriate usage or unlawful conduct will not be tolerated.
  - c. Report any inappropriate use of Information Systems or violation of P 8280 policy to the department head.

## **7. DEPARTMENT POLICY**

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This policy establishes and defines the guidelines for the use of information systems.

- 7.1** All city employees, with regards to usage of City of Cottonwood information systems, whether or not those systems are provided or reimbursed by the city, and to include any device connected to the City of Cottonwood network, shall:
- 7.1.1** Receive and acknowledge their understanding of the Acceptable Use Policy before using any information systems;
  - 7.1.2** Not share their login credentials with anyone;
  - 7.1.3** Provide a secure login to all information systems;
  - 7.1.4** Notify the Information Technology of any changes, including separation, so that their access may be disabled timely;
  - 7.1.5** Respect copyright laws, intellectual property and;
  - 7.1.6** Use information systems in accordance with all applicable laws;
  - 7.1.7** Not perform any function that reasonably could compromise public safety;

- 7.1.8 Not perform any function that reasonably could compromise the City of Cottonwood, the network and its related systems;
- 7.1.9 Not engage in any form of data mining that is not expressly authorized by their supervisor or other city authority;

**7.1.9.1 This is to include mining for cryptocurrency**

Cryptocurrency mining is the process of verifying cryptocurrency transactions and adding them to the public ledger, known as the block chain. Anyone with access to the internet and suitable hardware can participate in mining and get paid for it.

Cryptocurrency mining uses a lot of computing resources. It increases device CPU and network bandwidth consumption, slowing system response times (sometimes severely). Because performing crypto mining is so resource intensive, it could damage devices due to overheating.

- 6.1.9 Report to their supervisor and the Information Technology department any misuse of information systems;

**7.2 Rights of access to information systems:** The City reserves the right to revoke all access to information systems;

## 8. ATTACHMENTS

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None.

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I have read, understand and will comply with everything contained in this policy, P 8280: Department of Information Technology Acceptable Use Policy.

Printed Name:

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Signature:

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Date:

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## 10. REVISION HISTORY

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Date	Change	Revision	Signature
4-6-2018	Created policy	Draft	John C. Carter
6-25-2018	Published policy	1.0	John C. Carter
6/28/2018	Added New Section 8 – Signature page	1.1	John C. Carter