



TOWN OF HANOVER
HANOVER, MASSACHUSETTS 02339

Board of Selectmen

(781) 826-2261

(781) 826-5010

**INTERNET ACCESS AND USE
POLICY 01-02**

PURPOSE OF POLICY: This policy is intended to establish a guideline for access and use of the Internet by Town employees.

SCOPE: This policy applies to all employees of the Town of Hanover including those employees under the supervision and control of the School Committee.

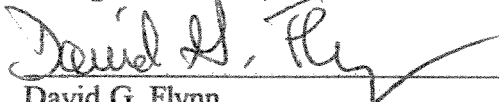
PROVISIONS OF POLICY: Internet use must be conducted in an ethical and legal manner. The use of the Internet is a privilege that may be revoked at any time for inappropriate conduct.


All computer equipment, including hardware, software and Internet access, is the property of the Town of Hanover. Use is restricted to the legally allowed functions of the municipal government. Personal use is prohibited. Personal use of any of the systems or misuse of these systems can result in disciplinary action by the Town. Files stored on the Town servers are public records. The Town reserves the right to examine all computer data to make sure all users are in compliance with these regulations. All users are expected to assist the Town, through the Computer Coordinator, to prevent infections of Town computers by computer viruses.

EFFECTIVE DATE: Effective Immediately.

BOARD OF SELECTMEN,


George H. Lewald, Chairman


David G. Flynn


Viola A. Ryerson

January 31, 2001

Date

j,c,policy,internet policy 01