



RESOLUTION #: 2012-26

A RESOLUTION SUPPORTING THE VILLAGE OF ANGEL FIRE'S REQUIREMENT GOVERNING ELECTED OFFICIALS, APPOINTED OFFICIALS, STAFF AND EMPLOYEES USE OF COMPUTER AND INFORMATION TECHNOLOGY RESOURCES ACCEPTABLE USE POLICY

WHEREAS, The Village of Angel Fire Computer and Information Technology Acceptable Use Policy (the "Policy") contains the Village's requirements governing elected and appointed official, staff and employee use of its computer and other information technology resources, including connections to resources external to the Village of Angel Fire that are made possible by the Village's Computer and Information Technology resources, responsibly, ethically, and in compliance with the Policy, relevant laws, and all contractual obligations to third parties. This policy is designed to ensure the integrity of the Village's Information Resources and to safeguard the Village's resources and employees; and

WHEREAS, Unless otherwise stated, this Policy is the document governing all aspects of employee use of computer and network resources for the Village of Angel Fire. This includes user accounts, computer usage, network access, Internet usage, email usage, telephone, cell or smart phone, and general security guidelines. This Policy supersedes any inconsistent prior policy, including by not necessarily limited to policies set forth in Administrative Policy 2008-02 E-mail/Internet and Voice Mail Policy; and

WHEREAS, "Information Technology Resources" "Information Resources," and "Technology Resources" are synonymous with each other and should be considered to include, but are not limited to, all types of computer-related hardware, including workstations, servers, printers, monitors, telephones, cell phones, smart phones, all network hardware and any software or data that may reside on these devices; and

NOW THEREFORE, BE IT RESOLVED THAT by adopting the Policy, the Village of Angel Fire recognizes that all elected officials, appointed officials, department heads, staff, and employees are bound not only by this Policy, but also by local, state, and federal laws, and international treaties relating to electronic media, copyrights, privacy, and security.

APPROVED AND ADOPTED this 24th day of July, 2012 by the following votes:

Mayor Pro Tem Chuck Howe	<u>Yes</u>
Councilmember Christie Germscheid	<u>Yes</u>
Councilmember Brinn Colenda	<u>No</u>
Councilmember Don Welker	<u>Yes</u>

VILLAGE OF ANGEL FIRE:


Barbara Cottam, Mayor

ATTEST:


Terry Cordova, Village Clerk

**VILLAGE OF ANGEL FIRE
COMPUTER AND TECHNOLOGY ACCEPTABLE USE POLICY**

ACKNOWLEDGEMENT

“I have received a written copy and read the Village of Angel Fire Computer and Information Technology Acceptable Use Policy; I understand the terms of this Policy and agree to abide by its terms and conditions. I know that any violation of this Policy could lead to ethical or disciplinary action against me up to termination of employment, and violation of criminal laws referenced in this Policy could lead to criminal prosecution.”

This signature form will be stored as a permanent record in my personnel file.

Signature: _____

Printed Name _____

Date: _____

**VILLAGE OF ANGEL FIRE
COMPUTER AND INFORMATION TECHNOLOGY ACCEPTABLE USE POLICY**

Policy Overview

The Village of Angel Fire Computer and Information Technology Acceptable Use Policy contains the Village's requirements governing elected officials, appointed officials, department heads, staff, and employees' use of its technological resources. The Village expects all to use the Villages Computer and Information Technology Resources, including connections to resources external to the Village of Angel Fire that are made possible by the Villages Information Technology Resources to be used responsibly, ethically, and in compliance with this Policy, relevant laws, and all contractual obligations to third parties. This Policy is designed to ensure the integrity of the Village's Information Resources and to safeguard the Village's resources and its elected and appointed officials, department heads, staff and employees.

Unless otherwise stated, this Policy is the document governing all aspects of elected and appointed officials, department heads, staff, and employee use of computer and network resources for the Village of Angel Fire. This includes user accounts, computer usage, network resources, Internet usage, email usage and general security guidelines. This Policy supersedes any inconsistent prior policy, including but not necessarily limited to policies set forth in Administrative Policy 2008-02 E-mail/Internet and Voice Mail Policy.

Use of certain terms: "The Village of Angel Fire," "Angel Fire" and "Village" are synonymous with each other. "Information Technology Resources," "Information Resources," and "Technology Resources" are synonymous with each other and should be considered to include, but are not limited to, all types of computer-related hardware, including computer workstations, servers, printers, monitors, telephones, cell phones, smart phones, all network hardware and any software or data that may reside on these devices.

By adopting the this Policy, The Village of Angel Fire recognizes that all elected and appointed officials, department heads, staff, and employees are bound not only by this Policy, but also by local, state, and federal laws and international treaties relating to electronic media, copyrights, privacy, and security.

The Village of Angel Fire reserves the right to amend this policy at its discretion. In case of amendments, the users will be informed appropriately. This policy does not grant any contractual rights.

Allocation of Resources

Elected and appointed officials, department heads, staff, and employees of the Village of Angel Fire are entitled to information resources that they require to facilitate their functions with the Village. No one shall attempt to degrade Village resources, hinder network performance, or deprive other users of Information Resources. Users will not modify the configuration of any Technology Resource in any way without prior authorization from the Village Administrator and the Information Technology Support Staff. Nor shall any person attempt any unauthorized access to any Village computer or Technology Resource.

When maintenance of a system or network resource is necessary, the Village of Angel Fire Information Technology personnel may find it necessary to restrict the availability of technology resources with little or no notice.

Intellectual Property and Confidentiality

Not all Village information is considered public information. It is the responsibility of each user to either know or understand the status of all information they handle as it pertains to confidentiality or, if they do not, to make appropriate inquiry with management, the Information Technology staff, the Human Resources Department, the Village Administrator, Village Attorney and/or the Village Clerk before releasing or granting access to information. Every user must ensure that confidential information is protected from unauthorized viewers or requestors. Request for electronic or other records from a person outside the Village Government should be made on an Inspection of Public Records Act form available from the Village Clerk's office or on the Village's website and submitted to the custodian of records.

The Village of Angel Fire expects that all employees be aware that intellectual property laws, regulations, and policies apply to the electronic environment and respect the property of others. Elected and appointed officials, department heads, staff, and employees will abide by all local, state, and federal laws and international treaties laws as they pertain to electronic media content.

No one shall use another's content or property in a way that violates copyright law or infringes upon the rights held by others. The unauthorized duplication or use of any software that is licensed or protected by copyright may constitute violations of civil and criminal law, and is prohibited by this Policy.

No Expectation of Privacy

In accordance with this Policy, all Village of Angel Fire Information Technology Resources are for official use. **There is no expectation of privacy in the use of Village Information Technology Resources.** All of the Village's computer hardware and all software programs and associated data assigned to Village personnel will be subject to waste, fraud, and abuse audits by the assigned Village personnel or independent contractors at any time. Any such violations of the New Mexico Computer Crimes Act, NMSA 1878, §§30-45-1 thru 30-45-7, may result in criminal prosecution and employment or ethics sanctions up to and including termination, prosecution, and employment sanctions up to and including termination of employment. The Computer Crimes Act prohibits computer access with intent to defraud, or embezzle; computer damage, destruction or abuse, and unauthorized computer use.

All Village technology resources shall be subject to the regulations set forth in this Policy regardless of whether those resources are connected to any of the Village of Angel Fire's networks or on Village property.

1. Computer and Information Technology Resource Usage Policy for the Village of Angel Fire provide a variety of electronic communications systems for use in carrying out its business. All communication and information transmitted by, received from or stored in these systems are the property of the Village of Angel Fire, as such, are intended to be used for job-related purposes only.
2. Employees are required to sign an acknowledgment form before receiving access to the various systems in use at the Village of Angel Fire. The following summary guidelines regarding access to and disclosure of data on any Village of Angel Fire electronic communication system will help you better determine how to use these systems in light of your own and the Village's privacy and security concerns. The following are only summary guidelines; employees should contact Information Technology (IT) Tech Support for more detailed information.
3. The IT personnel maintain the Computer and Technology Resource Usage Policy on behalf of the Village of Angel Fire. However, other departments may develop supplemental policies and controls to accommodate specific requirements so long as these policies do not compromise Village policies and controls.
4. **Monitoring:** The Village of Angel Fire provides the network, personal computers, electronic mail and other communications devices for your use on Village business. The Village of Angel Fire may access and disclose all data or messages stored on its systems or sent over its electronic mail system. The Village of Angel Fire reserves the right to monitor communication and data at any time, with or without notice, to ensure that Village property is being used only for business purposes. The Village also reserves the right to disclose the contents of messages for any purpose at its sole discretion. No monitoring or disclosure will occur without the direction of either the human resources department, or executive leadership, unless otherwise noted.
5. **Other Devices:** The Village of Angel Fire encourages innovation and the use of devices such as iPads, iPhones, Kindles, tablet computers, flash drives, smart phones etc., where possible. However, as much as these devices can improve productivity, be aware that they should be used with discretion adhering to the policies of this document. Any use of personal technology to connect to Village Technology Resources must be pre-approved in writing by IT personnel and the Village Administrator.
6. All elected and appointed officials, department heads, staff, and employees are required to conduct business through a Village of Angel Fire e-mail address and are prohibited from conducting Village business on personal e-mail addresses in order to maintain village records and communications that are retrievable and which are not confidential, proprietary, or attorney client privilege by the Village in order to encourage open government and be subject to the New Mexico Public Records Act.

7. Internet, Chat, Social Networking and Newsgroup Usage: The Village of Angel Fire provides access to the vast information resources of the Internet to help users learn, perform daily tasks and be well-informed citizens. The facilities to provide that access represent a considerable commitment of Village resources for telecommunications, networking, software, storage, etc. This Policy is designed to help users understand the expectations for use of those resources in the particular conditions of the Internet, and to help facilitate the wise use of those resources.

Access to the Internet and the Village network is provided for Village business purposes. Unnecessary or unauthorized usage causes network and server congestion. It slows other users, takes away from work time, consumes supplies, and ties up shared resources.

While the direct connection to the internet offers a wealth of potential benefits, it can also open the door to some significant risks to our data systems if we do not follow appropriate security protocol. This may mean preventing resources with sensitive data or application from connecting to the Internet entirely, or it may mean that certain users must be prevented from using certain internet features. The overriding principle is that security is to be everyone's first concern. Users can be held accountable for any breaches of security or confidentiality they make regardless of intent.

The Village of Angel Fire Information Technology may restrict web access that is deemed to be unrelated to Village business according to Management's discretion with little or no notice.

The Village of Angel Fire Information Technology has software and tools in place that can monitor and record all Internet and network usage. Users should be aware that this security system is capable of recording (for each and every user) each World Wide Web visit or email message, and each file transfer into and out of the Village's internal network. No elected and appointed official, department head, staff or employee should have any expectation of personal privacy as to his or her Internet usage while using Village of Angel Fire Information Technology Resources.

The Village reserves the right to inspect any and all data stored in any area of the Village's network in order to assure compliance with this policy.

8. Retrieval: Notwithstanding the Village's right to retrieve and read or listen to any e-mail or voicemail messages, such messages should be treated as confidential by other employees and accessed only by the intended recipient. Employees are not authorized to retrieve or read or listen to any e-mail or voicemail messages that are not sent to them and cannot use a password, access a file, or retrieve any stored information unless authorized to do so.

9. Passwords: Initial passwords are assigned by the IT department and should not be given to other staff or persons outside the organization. Employees should change the provided passwords as soon as possible using the instructions provided by the IT staff. The Village of Angel Fire reserves the right to override any employee-selected passwords and/or codes. Employees are required to provide the Village with any such codes or passwords to facilitate access as needed. Periodically, staff may be required to change their passwords. At no time should a Village of Angel Fire employee allow a temporary, contractor or another employee use of their login. In the case where an employee does provide another person access to their account, they will be responsible for the actions of the individual using their account. Passwords should not be stored in computer data files, on the network, or be displayed openly at any workstation.

10. Message Content: The e-mail and voicemail systems are not to be used to solicit or proselytize for commercial ventures, religious or political causes, outside organizations or other non-job-related solicitations. The system is not to be used to create any offensive or disruptive messages. Among those which are considered offensive are any messages which contain sexual implications, racial slurs, gender-specific comments or any other comment that offensively addresses someone's age, religious or political beliefs, national origin or disability. The Village's overall employee policy manual or code of conduct shall be considered the prevailing authority in the event of possible misconduct.

The display of any kind of sexually explicit image or document on any Village system is a violation of this policy and may also violate the Village's other ordinances, personnel policy, policies ethical rules, code of conduct, federal and state law prohibiting sexual harassment. In addition, material that is reasonably considered sexually explicit, racially or religiously derogatory, personally offensive, politically partisan, or illegal, may not be archived, stored, distributed, edited or recorded using the Village's network or technology resources except to the extent ordered by a court with jurisdiction, or necessary in order for the Police Department, the legal or Human Resources Department, the Executive Department, or the Information Technology personnel to conduct an investigation or pursue a civil or a criminal case. If you find yourself connected to a site that contains any of the aforementioned material, you must disconnect from the site immediately, regardless of whether that site had been previously deemed acceptable by any screening or rating program and inform IT staff.

Users expressly waive any right of ownership or personal privacy regarding anything they create, store, send or receive on the Village's technology resources. The Village of Angel Fire can, but is not obligated to, monitor data and activity on the Village of Angel Fire network without prior notification. The Village reserves the right to restrict or cut off access to any Internet site or other electronic resource based on any legitimate business reason, including but not limited to employees' use of time while on duty.

The Village's Internet facilities and computing resources must not be used knowingly to violate the laws and regulations of the Village, New Mexico, or the United States, or international treaties binding on the United States. Use of any Village resources for illegal activity may be grounds for dismissal, and the Village of Angel Fire will cooperate with any legitimate law enforcement investigation or prosecution related to such use.

Any software or files downloaded via the Internet into the Village of Angel Fire's network becomes the property of the Village unless applicable laws, regulation, treaties or contracts provide otherwise. Any such files or software may be used only in ways that are consistent with their licenses or copyrights.

No personnel may use Village facilities knowingly to download or distribute pirated software or data.

No personnel may use the Village's Internet or Intranet facilities to deliberately propagate any virus, worm, Trojan horse, or trap-door program code.

No personnel may use the Village's Internet or Intranet facilities knowingly to disable or overload any computer system or network, or to circumvent any system intended to protect the personal privacy or security of another user.

Where an individual participates in an electronic newsgroup, blog chat room, social networking or similar electronic forum is identified as Village employee, the employee must refrain from any endorsement or appearance of endorsement by the Village of any political party, or candidate or of any commercial product or entity, unless previously duly authorized to do so by the Village Administrator and by IT personnel. The Village retains any copyright that it owns to any material posted to any forum, newsgroup, chat, social network, World Wide Web page by any personnel while using the Village of Angel Fire technology resources.

Village personnel are cautioned that chats, blogs, social networks and newsgroups are public forums where it is inappropriate to reveal confidential information, or any other material protected by existing policies and procedures. Village personnel releasing protected information via a newsgroup, blog, social network or chat-whether or not the release is intentional-will be subject to all penalties under ordinances, polices, procedures, and state and federal law.

Use of Village internet access facilities to commit infraction such as misuse of Village assets or resources, sexual harassment, unauthorized public speaking and misappropriation or theft of intellectual property is also prohibited by general Village policy, and sanctions may be imposed under any relevant provisions. Record of any unauthorized use may be used against the employee in a disciplinary action, a due process hearing and/or court proceeding as evidence of misuse or other violation of this policy.

11. Employees should note that any data, voice, and information on the system will not be deemed personal or private. In addition, the e-mail system may not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information, or similar materials without prior authorization.
12. Legal Proceedings: Information sent or received by employees via the electronic mail or voicemail system may be used in legal proceedings. Electronic mail messages and voicemail messages are considered communications and are potentially the subject of subpoena in litigation. The Village of Angel Fire may inspect the contents of electronic mail messages or voicemail messages in the course of an investigation and will respond to the legal process and will fulfill any legal obligations to third parties.
13. Physical Security: Access to computer rooms will be limited to staff who require access for the normal performance of their jobs. Computers with sensitive information installed on the local disk drive should be secured in a locked room or office during non-business hours. Equipment which is to be removed from the Village of Angel Fire property must be approved in advance with the IT department and an inventory of this equipment maintained by IT. All equipment removed from the premises by an individual must be documented, including the makes, manufacturers and serial numbers on an IT supplied form, and a copy of this form shall be filed in the employees' HR folder. If the employee leaves the organization, he or she must return the equipment to the Village of Angel Fire prior to the last day of employment.
14. Network Security: IT will monitor network security on a regular basis. Adequate information concerning network traffic and activity will be logged to ensure that breaches in network security can be detected. IT will also implement and maintain procedures to provide adequate protection from intrusion into the Village of Angel Fire's computer systems from external sources. No computer that is connected to the network can have stored, on its disk(s) or in its memory, information that would permit access to other parts of the network. Staff should not store personal, business, member or other credit card/account information, or passwords within word processing or other data documents.
15. Personal Computer Security: Only legally licensed software will be installed on the Village of Angel Fire computers. Users are expected to read, understand and conform to the license requirements of any software product(s) they use or install. Software cannot be copied or installed without the permission or involvement of the IT department. IT will configure all workstations with virus protection software, which should not be removed or disabled. Each employee is responsible for protecting their computer against virus attack by following IT guidelines for scanning all incoming communications and media, and by not disabling the anti-virus application installed on their workstation. All data disks and files entering or leaving the Village of Angel Fire should be scanned for viruses. All staff will log out of the network and turn their computers off before leaving the office at night unless instructed to do otherwise by IT Technical Support. Staff should log off of the network when they will be away from their desk for an extended period.
16. Backup Procedures: All network resources are backed up nightly to a Continuous Data Protection (CDP) appliance at Village Hall. The Village Hall CDP is backed up to a mirror CDP appliance at the Police/Courts Building. Data stored on the local PC drives are not routinely backed up, and as a result, important data and applications should not be stored on the C: drives of these machines. Staff working on especially crucial information is encouraged to backup these projects to network drives which are continuously backed up. Important data should not be stored on desktops or 'My Documents' since this data is actually stored on their workstation's C: drive, and thus not backed up. Computer users will be responsible for ensuring that the data stored on their local machines is backed up as required by the owner.
17. Access to the Village of Angel Fire Computers: The Village of Angel Fire will provide computer accounts to all the Village of Angel Fire staff needing such accounts. External people who are determined to be strategically important to the Village of Angel Fire, such as temporary staff, volunteers, or contractors, will also be provided accounts as appropriate, on a case-by-case basis. The employee managing the temporary or contract staff assumes responsibility for the identification of access requirements and use of the account. Accounts will be revoked on request of the user or manager or when the employee terminates employment at the Village of Angel Fire.

18. Account and Resource Management: The Information Technology staff will create and manage all user accounts. The Village of Angel Fire Technology staff will create, configure and assign the respective permissions for all shared resources associated with the Village's network. Any user group of users needing to create or allocate a shared resource shall make such a request the Village Information Technology staff with the approval of the Village Administrator.

At the request of an employee's supervisor or department director, an employee may be authorized to obtain a user account to access one or more computer systems or technology resources. The supervisor or director must make a request to the Village Administrator which will then relay the request to the Information Technology staff stating the access and specific functions required for employee. Each user is responsible for the integrity of their account and will not share their account with anyone unless duly authorized by Village management to do so for legitimate business reasons. Any user who requests an account must have read and agreed to and signed this Policy in order to be eligible for an account.

In the event that a Village employee's access requirements change, the department head must give written authorization to the Information Technology staff to grant or remove specific access along with approval of management. In the event and employee changes departments the change request will be made by the Village Administrator and department heads of both departments.

Any employee on extended leave may have their account disabled during their absence.

Supervisor and department heads of any employee on extended or unexpected absence may access that person's e-mail, calendar, home drives or local documents for the purpose of continuing work, or communication in the absence of the employee. A supervisor may authorize another employee in the same department to perform this function during the employee's extended or unexpected absence.

Upon separation from the Village of Angel Fire, or if an employee no longer needs their account, supervisor or department head will inform the Village Administrator who will in turn inform the Information Technology staff of the change and the account will be disabled, and after four months, the account may be permanently deleted. E-mail accounts will not be deleted even after an employee leaves employment with the Village in case a records request is made.

19. Passwords: User accounts and passwords help maintain individual accountability for Technology Resources usage and prevent unauthorized access to confidential information. Any Village personnel who is granted an account must keep the account password confidential. This Policy prohibits the sharing of any passwords. **Under no circumstances will a user divulge their password to anyone unless authorized to do so by Village Management for legitimate Village business reasons such as the need for Village officials to access the user's account if the user is on unexpected or extended absence.** If a user suspects that his or her account has been compromised, the user must report that fact to his or her supervisor and the Information Technology Department immediately.

Each account requires a password to be used. The password is the key to using an account. It is important the password be kept secure. Should you be found to be in violation of this Policy or other policies, your computer use privileges may be revoked and disciplinary action may be taken.

Minimum Password requirements for each user are as follows:

- a) The minimum Password length is 6 characters.
- b) The Password should not contain login name.
- c) User cannot use 4 or more repeating characters.
- d) The Password should contain at least 1 uppercase character.
- e) The Password should contain at least 1 lowercase character.
- f) The Password should contain at least 1 numeric digit.

20. Internet Use: The Internet is to be used for business purposes only. Employees with Internet access are expressly prohibited from accessing, viewing, downloading, or printing pornographic or other sexually explicit materials. In addition, employees should be mindful that there is no assurance that e-mail texts and attachments sent within the Village and on the Internet will not be seen, accessed or intercepted by unauthorized parties. Wifi passwords are not to be given out to individuals outside of the Village of Angel Fire authorized employees.

21. Failure to comply with all components of the Computer and Technology Resource Usage Policy may result in disciplinary action up to and including termination of employment. If you do not understand any part of the policy, it is your responsibility to obtain clarification from your manager or IT Tech Support.

22. Software Usage: Employees are expected to use the standard software provided by IT, or identify applications they need in the course of their work. Staff members are not permitted to download applications, demos or upgrades without the involvement of IT. Employees will use the standard e-mail system provided by the Village of Angel Fire for official e-mail communications, and should not install their own e-mail systems. Additionally, use of instant messaging programs, such as ICQ, AOL Instant Messenger, Microsoft Messenger, etc., is prohibited unless otherwise approved by management or the IT department.

23. Failure to comply with all components of the Computer and Technology Resource Usage Policy may result in disciplinary action up to and including termination of employment. Any employee who does not understand any part of the policy is responsible for obtaining clarification from his or her manager or the IT department.

24. Exception for Police, Legal, Information Technology, and Management Investigations: Nothing in this Policy is intended, or shall be construed to limit lawful inquiry investigation, discovery, litigation preparation, or similar activities undertaken legitimately by members of law enforcement or village attorney or management. Nothing in this Policy is intended, or shall be construed, to limit lawful and authorized inquiry or investigation by Information Technology staff, the Human Resources staff, or Village Management of Village personnel's use of the Village's information technology resources in the course of monitoring compliance with this policy, investigating possible violations of this Policy, or taking disciplinary action against employees found to be in violation of this policy.

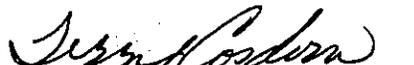
THIS POLICY IS HEREBY ISSUED JULY 24, 2012, pursuant to the Village of Angel Fire Resolution 2012-26.

VILLAGE OF ANGEL FIRE:



Barbara Cottam, Mayor

ATTEST:



Terry Cordova, Village Clerk