



## Internet Usage

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<b>Prepared By:</b> Teddy Booth	<b>Title:</b> Fire Chief Taylors Bridge Fire Dept	<b>Date:</b> 01/01/2005
<b>Approved By:</b> Keith Powell	<b>Title:</b> Chairman Standards Committee	<b>Date:</b> 07/01/2005
<b>Approved By:</b> Teddy Booth	<b>Title:</b> Fire Chief Taylors Bridge Fire Dept	<b>Date:</b> 07/01/2005

 <p>Taylors Bridge <b>FIRE RESCUE</b> Sampson County NORTH CAROLINA</p>	Taylors Bridge Fire Department, Inc. Standard Operating Guidelines	Procedure: <b>SOG-317</b> Date: <b>01/01/05</b> Page: <b>2 of 5</b> Revision: <b>A</b>
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## 1.0 Purpose

- 1.1. To ensure that Internet access does not impair network security or result in inappropriate use of the Taylors Bridge Fire Department's computer system and Internet access.

## 2.0 Scope

- 2.1. Users understand that use of the department provided system is a privilege. Unauthorized use will result in the loss of access for the user and, depending on the seriousness of the infraction, may result in disciplinary action up to and including termination.
- 2.2. It is the responsibility of the Fire Chief, senior officers, and the individual to assure complete compliance with the provisions of the department's policy.
- 2.3. The following rules shall be observed when using the Internet.

## 3.0 The Business Card Rule

- 3.1. Internet access is provided for business purposes, such as researching products for purchase, learning about new technologies or keeping up with developments in a particular field. Inappropriate use of the Internet may result in embarrassment to the department and to you. Every connection made on the Internet can be traced back to the originator. Do not visit any sites where you are reluctant to leave your "business card".

## 4.0 The Session Log Rule

- 4.1. Sessions on the Internet are logged automatically in exactly the same way that phone numbers are logged in the phone systems. No member should have any expectation of privacy as to his or her Internet usage. Member communications on these systems are not private. Consequently, members should not use the Internet for tasks that they would not want logged.
- 4.2. The fire department reserves the right to interrupt activity that interferes with business applications of the department's computer systems, or that conflicts with authorized use of department's resources or equipment.

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## 5.0 Buying Goods and Services

- 5.1. No one may purchase any service or good from the department's computer without instruction from the Assistant Chief or Fire Chief.
- 5.2. Use of your personal Credit Card to purchase goods and services over the Internet are not approved unless cleared by the Assistant Chief and/or Fire Chief.

## 6.0 Downloading Software

- 6.1. Executable files, including application programs, drivers, patches, etc., will not be downloaded from the Internet without permission from the Fire Chief. Such files may contain viruses that could infect one PC. Also, these files may not be Y2K compliant causing further problems to the system.

## 7.0 Electronic Mail (E-mail)

- 7.1. E-mail and other electronic transmissions that are sent or received using department resources are considered to be the Taylor's Bridge Fire Department business and are subject to review by the department for work related reasons or on the basis of reasonable suspicion of misconduct.
- 7.2. Department members should understand that E-mail communications are not private and could be made available to the public as allowed by the Electronic Communication Privacy Act. In short, don't send any E-mail you wouldn't want the public to read.

## 8.0 Prohibited Usage

- 8.1. The following are examples of conduct that is not permitted. (Examples include but are not limited to the following):



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- 8.1.1. System users should not transmit commercial ventures, religious or political causes or threatening, obscene or harassing materials through E-mail or Internet access. Anything which could be construed as sexually explicit, scandalous, defamatory, libelous, immoral or discriminatory based on race, national origin, sex, sexual orientation, age, disability or religious or political beliefs is banned from the system.
- 8.1.2. Destroying, damaging, or any unauthorized modifying of software, data, computers, computer systems or computer networks.
- 8.1.3. Violating copyright laws and software license agreements.
- 8.1.4. Unauthorized use of computer accounts, access codes, and other employee's passwords.
- 8.1.5. Intentionally wasting computer-related resources.
- 8.1.6. Employing the network for commercial purposes or financial gain.
- 8.1.7. Trespassing in another's folders, works or files.
- 8.1.8. Accessing any adult (pornographic) sites.
- 8.1.9. Use of Internet for ordering personal goods or services.
- 8.1.10. Violation of the laws and regulations of the United States or any other nation, or the laws and regulations of any state, county, city province or any other jurisdiction in any material way.
- 8.1.11. Each member using the Internet facilities of the department shall identify them self honestly, accurately, and completely when participating in chats or news groups.
- 8.1.12. Members are reminded that chats and news groups are public forums where it is inappropriate to reveal confidential department information and customer data.

 <p>The logo for Taylors Bridge Fire Rescue, Sampson County, North Carolina. It features a circular emblem with a red and blue border. Inside the circle, the words "Taylors Bridge" are at the top, "FIRE RESCUE" is in the center in large yellow letters, "Sampson County" is below that, and "NORTH CAROLINA" is at the bottom.</p>	<p>Taylors Bridge Fire Department, Inc. Standard Operating Guidelines</p>	<p>Procedure: <b>SOG-317</b> Date: <b>01/01/05</b> Page: <b>5 of 5</b> Revision: <b>A</b></p>
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8.1.13. No member may use the department Internet facilities to deliberately propagate any virus, worm, Trojan Horse, or trap-door program code.

## 9.0 Sanctions

- 9.1. Violations of this SOG may result in revocation of these privileges and disciplinary actions pursuant to the Taylors Bridge Fire Department up to and including termination.
- 9.2. When applicable, law enforcement agencies may be involved.