

BOROUGH OF TENAFLY

Computer, Internet & E-Mail Usage Policy

Internet access to global electronic resources on the World Wide Web is provided by the Borough to assist employees and affiliated individuals in obtaining work-related data and technology. While Internet usage is intended for job-related and Borough-related activities, incidental and occasional brief personal use is permitted within reasonable limits. All Internet data that is composed, transmitted, or received via Borough computer communications systems is considered to be part of official Borough records and, as such, employees and authorized guest users should ensure that the business information contained in Internet e-mail messages and other transmissions is accurate, appropriate, and lawful.

Data that is composed, transmitted, accessed, or received via the Internet must not contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any employee or other person. The equipment, services and technology provided to access the Internet remain at all times the property of the Borough. As such, the Borough reserves the right to monitor Internet traffic, and retrieve and read any data composed, sent, or received through the Borough's online connections and stored in Borough computer systems. The unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the Internet is expressly prohibited.