



PAUL J. FETHERSTON
TOWN MANAGER

TOWN OF NEWINGTON

131 CEDAR STREET
NEWINGTON, CONNECTICUT 06111

OFFICE OF THE TOWN MANAGER

Information Technology Policy

Effective Immediately
February 1, 2005

SUBJECT : Streaming Media & Downloads

PURPOSE : To establish guidelines pertaining to the acceptable use of streaming media and to clarify the type and nature of files that may be downloaded from third-party sources onto the Town of Newington's (hereinafter, "Town") communication networks (including but not limited to desktop computers, servers, laptop computers, Pocket PCs, Tablet PCs).

APPLICABILITY: This policy applies to all Town employees, its contractors, vendors, consultants, agents, and affiliates, including all personnel affiliated with third parties. This policy also applies to all equipment owned, leased, and/or utilized to access the Town's communication networks.

1.0 General

1.1 Worker Productivity

1.2. The ongoing success of the Town's operations is contingent upon each worker giving each task his or her maximum attention and effort. Streaming and/ or downloading non-business files onto the Town's communication networks or a client machine, and reading or playing them at a workstation is not germane to an employee's job duties and does not enhance a worker's productivity.

2.0 Streaming Media Usage

2.1. The Town's communication networks must be used only for business activities. Legitimate streaming media use, such as when streaming media applications and files are employed to conduct research, view financial and media reports, or complete Town-sponsored training programs, constitutes acceptable use. Incidental personal use of the Town's computers, servers, and communication networks, however, is not permissible. Streaming media applications consume significant network bandwidth and can delay access to and/or prevent other employees from accessing legitimate business resources and completing business-critical tasks. Streaming media files also require large amounts of storage space when saved to a hard disk. In order to ensure the Town's resources are used properly, and in order to minimize costs, all employees, contractors, vendors, consultants, agents, and affiliates are responsible for ensuring that the streaming media files they download over the Town's communication networks and/or store serve specific Town business-related purposes. Employees are reminded that the use of Town resources, including computer, server, and network use, should never create either the appearance or the reality of inappropriate use. Inappropriate use is prohibited.

3.0 Downloads

All files that are downloaded onto the Town's communication networks shall be for Town business use only. The Town realizes that Town employees and any of its agents will need to download various types of files in the performance of their Town duties. All users should make every attempt to verify that the download(s) are from a reputable source and do not subject the Town to potential liability.

- 3.1.** Examples of acceptable download(s) including but not limited to: Text files, spreadsheets, PDF's, word processing files, etc. that are for Town business use.
- 3.2.** Examples of unacceptable download(s) including but not limited to: Applications, MP3, WAV, Computer Wallpaper, Screen Savers, etc., that are not for Town business use.
- 3.3.** See the Town's Acceptable Use Policy regarding the installation/ removal of software.

4.0 Enforcement

Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

Paul J. Fetherston
Town Manager