

SUMMARY OF INTERNET USAGE, COMMUNICATIONS/SOCIAL MEDIA, AND CELLULAR PHONE POLICY

Internet Usage Policy

This policy provides rules and regulations concerning employee use of the internet during actual working hours.

Employees who are using the Internet may not:

- Use the network to make unauthorized entry into other computational, informational or communication services or resources;
 - Distribute unsolicited advertising;
 - Invade the privacy of others;
 - Make any attempt to damage computer equipment or software;
 - Engage in any activity that is harassing or defamatory;
 - Use the Internet for any illegal activity, including violation of copyright or other rights of third parties, or in a manner inconsistent with Borough's tax-exempt status or its proper operation; and/or
 - Download unauthorized software, fonts, templates or scripts.
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- Employees should have no expectation of privacy while using Borough equipment, including computers or cell phones.
 - The Borough reserves the right to monitor, obtain, review and disclose all E-Mail messages, text messages, cell phone media, internet communications, computer files, voice mail and Internet messages on the computer and communications systems of the Borough as deemed necessary and appropriate.
 - Employees of the Borough are required to use the assigned municipal email account for ALL Borough business and correspondence.
 - The use of private email accounts for ANY Borough business or during business hours is strictly prohibited.
 - Employees are hereby advised that if they conduct work-related business on their personal emails, cell phones, or other personal Communication Media, it is also subject to the provisions of the Open Public Records Act.

Communication Media/Social Media Policy

This policy provides practical guidelines to employees when participating in online social media activities and is in no way intended to inhibit or prevent employees from expressing their personal views when engaging in social media for personal use, during non working hours.

“Communication Media” includes all electronic media forms provided by the Borough, such as cell phones, smart phones, computers, electronic tablets, access to the internet, voicemail, email, and fax.

- The Borough reserves the absolute right to access, review, audit and disclose all matters entered into, sent over, placed in storage in the Borough's Communication Media/Social Media.
- By using the Borough's equipment and/or Communication Media/Social Media, employees consent to have such use monitored at any time, with or without notice, by Borough personnel.
- The existence of passwords does not restrict or eliminate the Borough's ability or right to access electronic communications.
- The Borough cannot require the employee to provide its password to his/her personal account.
- Nothing in this social media policy prevents employees from using his/her own personal Communication Media/Social Media during the employee's non-working hours to engage or participate in protected concerted activities pursuant to the National Labor Relations Act.
- Employees can only use the Borough's Communication Media/Social Media for legitimate business purposes.
- Employees may not use Borough's Communication Media/Social Media any way that is defamatory, obscene or harassing or in violation of any Borough rules or policies.
- All employees may access data only for which the Borough has given permission.
- Employees may not install or modify ANY hardware device, software application, program code, either active or passive, or a portion thereof, without the express written permission from the Borough.
- No media advertisement, electronic bulletin board posting, or any other communication accessible via the Internet about the Borough or on behalf of the Borough, through the use of the Communication Media/Social Media may be issued unless it has first been approved by the Borough Administrator or his/her designee.
- To the extent that employees use social media outside their employment while engaging in protected concerted activities as defined above, employees will not be subject to discipline or retaliation for expressing views, opinions, and/or facts surrounding the Borough's employment policies. For all other communications by employees on personal social media sites in which matters related to the Borough are discussed, employees must add a disclaimer on the front page stating that the posting does not express the views of the Borough, and that the employees are expressing their own personal views. For example: "The views expressed on this website/web log are mine alone and do not necessarily reflect the views of my employer." The disclaimer must be placed in a prominent position and repeated for each posting that is expressing an opinion related to

the Borough or the Borough's business, with the exception of postings and social media communications by employees engaging in protected concerted activities.

Cell Phone Usage Policy

This policy provides reasonable guidelines for the use of cellular telephones and associated accessories during actual working hours, while respecting the realities of the technological world in which we live in, and the necessity to communicate using such modes of technology.

Cell phone usage shall include placing and receiving telephone calls, placing and receiving/reviewing text/SMS messages, digital photography, accessing websites and applications, including games, on a cellular telephone, along with the use of any accessory supported by the cellular telephone; for example, "air-pods" or "wireless speakers".

- Nothing in this policy shall prohibit an employee from utilizing their cell phone, at their own discretion, during their break times and meal times, and during non-working hours.
- Never use a cell phone while driving.
- Never use a cell phone while operating equipment.
- Do not use cell phones for surfing the internet or gaming during work hours.
- Avoid using work cell phones for personal tasks.
- Do not use personal cell phones for work tasks.
- Do not use cell phones during meetings.
- Do not use cell phones to record confidential information.
- Do not use cell phone accessories such as "air-pods", "headphones", or "wireless speakers."
- Improper use of cell phones may result in disciplinary action. Continued use of cell phones at inappropriate times or in ways that distract from work may lead to having cell phone privileges revoked.
- Cell phone usage for illegal or dangerous activity, for purposes of harassment, or in ways that violate any other Borough policy will result in disciplinary action, up to and including termination.