

# **TOWN OF MONKTON TECHNOLOGY USE POLICY**

## **1. PURPOSE**

This document is intended to establish the policies governing the use of various types of town technology and their uses by employees and representatives of the Town of Monkton.

Information Technology (IT) should be used for official Town of Monkton purposes related to the conduct of Town government to accomplish job responsibilities more effectively.

## **2. DEFINITIONS**

The acceptable use of information technology is an important concern for all employees as well as elected and appointed officials for the Town of Monkton. IT is defined broadly as:

- Computers (including servers, workstations, laptops and handheld devices)
- Computer-related hardware (including printers, scanners, special devices)
- Software (including networks, cloud storage and the Internet)
- Telephones, Modems & Handheld devices (including smart phones)
- Town of Monkton Information Technology infrastructure includes all networks, computers, modems, hubs, software and data.

## **3. SCOPE**

This policy is intended to provide clear guidelines for all technology use. It also formalizes standard best practices for how to handle access to technology and sensitive town material when town employees, appointed officials, and elected officials leave their positions.

## **4. USE OF TOWN COMPUTER SYSTEMS AND TOWN ELECTRONIC DATA**

The town computer system, town computer equipment, and/or computer networks including both email and all cloud storage programs is to be used by employees only for the purpose of conducting town business in strict accordance with their role. When an elected official or appointee leaves their position for any reason, they are required to transfer all access and electronic access administrative roles to their replacement or appropriate representative serving in the same committee or role. For example, if a member of the Development Review Board created a Google Drive account and was the administrator of the Google Drive, they would be required upon the end of their appointment or term to transfer all admin access and privileges to a currently serving member of the Board.

No one may view or have access to the email mailbox of any other town employee or appointed position without approval from the Selectboard. For example, it is not permitted for multiple people to have access to the Town Administrator email mailbox.

All files, documents, data and other electronic messages created, received or stored on the Town computer system are open to review and regulation by the Town and may be subject to the

provisions of Vermont's Public Records Law. Emails sent, received, or stored on the Town computer system are subject to Vermont's Public Records Law and may be covered by the State of Vermont's retention schedule for municipal records.

Employees may not introduce software from any outside source on the Town's computer system without explicit prior authorization from the Selectboard or designee.

For purposes of this policy, computer system means all computer-related components and equipment including, but not limited to, host computers, file servers, workstation terminals, laptops (including personal laptops used for work purposes), software, internal or external communication networks, the Internet, commercial online services, bulletin board systems, back up systems and the internal and external e-mail systems accessed via the Town's computer equipment, and cloud storage systems (town website back end and Google Drive).

### 5. ENFORCING APPROPRIATE USE

The town will address instances of technology misuse through disciplinary action up to and including the issuance of civil penalties, if appropriate, following the opportunity to be heard. The selectboard or designee will review alleged violations of this policy on a case-by-case basis.

Approved on this 13<sup>th</sup> day of January 2026

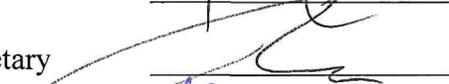
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