



DEPARTMENT OF HUMAN RESOURCES

City Hall | 340 North Washington Avenue | Scranton, PA 18503 | 570.348.4246

Section 28: Computer Information Systems

Note: Employees covered by a collective bargaining agreement between the City and a labor union may be covered by a policy that is different from the one below.

The City of Scranton grants limited and controlled access to its computer network and information resources to certain employees who require access to City of Scranton's internal computer network and information resources. Because users may have access to certain information considered by City of Scranton to be confidential, the City has a vested interest in limiting access to, encouraging responsible use of, and setting guidelines for use of, its computer network. Therefore, all access to City of Scranton's computer network and information resources are governed by the terms and conditions of this policy.

All access to the City of Scranton's computer network and information resources will be monitored and reviewed as determined necessary by City of Scranton – no employee should have any expectation of privacy with respect to use of the City's computer network or information resources. Each employee who needs to access City of Scranton computer network or information resources is issued a unique username and password. An employee may not, under any circumstances, provide their username and/or password to anyone else, or otherwise allow anyone to access or use of the City of Scranton's computer network and information resources or access to or use of confidential information (by use of that individual's username and password, or otherwise). Likewise, employees may not use anyone else's computer network identifier(s) and password(s) to access confidential information. Employees may not remove or copy any confidential information from its location (physical or electronic) except as permitted to fulfill a work assignment and in accordance with the City of Scranton's policies and procedures. Employees must destroy and/or return any copies of confidential information in accordance with City policies and procedures. An employee's obligations concerning confidential information continue after an employee's employment with City has ended.

Computers, portable computing/internet devices, mobile phones, computer files, cloud computing resources, and software furnished to employees are City of Scranton property intended for business use. Employees should not access a file or retrieve any stored communication without a legitimate business purpose. Additionally, unauthorized usage or duplication of licensed computer software is prohibited.

Computer viruses or malware can seriously damage any organization's technology systems. Therefore, the City of Scranton prohibits loading or connecting any personal electronic device, portable memory device, or software, onto any City of Scranton computer systems without prior permission from management.

The City of Scranton strives to maintain a workplace free of harassment. Therefore, the City of Scranton prohibits the use of computers or other electronic systems, including mobile devices in ways that violate the City's Policy Against Unlawful Discriminatory Harassment.



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The City of Scranton computers are intended for business use only, and employees should not use City computers for their own personal purposes. Employees should have no expectation of privacy with regard to any e-mail messages or other communications sent using City of Scranton computer systems. City of Scranton computer systems may not be used for any other commercial activity, or for any activity which would violate laws restricting engaging in political activity.

Employees who violate this policy may be subject to disciplinary action, up to and including termination of employment.

Internet Policy

Certain employees may have the opportunity to access the internet through City of Scranton's computer systems. City of Scranton's Internet Policy must be followed by all users of its internet resources, regardless of whether such access is via City-provided or personally owned computer equipment. By accessing the Internet through the City of Scranton, a user signifies their agreement to comply with this policy.

All users are expected to use the internet primarily for City of Scranton business-related reasons (e.g., to communicate with residents and suppliers, to research relevant topics and obtain useful and appropriate business information). Users are prohibited from accessing, transmitting, downloading, printing, archiving, storing, or distributing any site, graphic, image, document, text, etc. from the internet that may be construed as harassing, discriminating or disparaging of others based on their race, national origin, color, sex, sexual orientation, gender identity, age, disability, veteran status, religious or political beliefs. Users are advised that a wide variety of materials may be construed as harassing, discriminating, or disparaging. In addition, the Internet must not be used to access, transmit, download, print, archive, store or distribute material that is illegal or fraudulent; slanderous, libelous and/or defamatory; abusive and/or threatening of violence; incitement to break the law; violative of the City's Policy Against Unlawful Discriminatory Harassment, or anonymous or repeated messages designed to annoy, abuse or torment. Any user who encounters or receives inappropriate material should immediately report the incident to his or her supervisor.

No employee should transmit confidential information over the internet without first obtaining permission from their supervisor and ascertaining that the internet connection over which the confidential information will be transmitted is secure. If an employee has any questions about the security of their internet connection, the employee should contact helpdesk@scrantonpa.gov.

City of Scranton reserves the right to monitor and record all aspects of Internet access through its internet resources for business purposes. Employees should have no expectation of privacy with regard to any e-mail messages or other communications sent using City of Scranton internet resources.