

Computer Locking and Unlocking

Users shall secure their computer by enabling the screen lock feature when the computer is left unattended. This will minimize unauthorized access and use.

LOCKING AND UNLOCKING YOUR COMPUTER

1. Simultaneously press the Ctrl, Alt and Delete keys.
2. Select "Lock Computer" by clicking on it.

The computer is now secured until the user returns

3. To unlock, simultaneously press Ctrl, Alt and Delete keys again.
4. Enter your password.

You may now resume working on your computer.

ROLES & RESPONSIBILITIES

- Users are responsible for securing their computer workstations.
- Supervisors and managers are responsible for educating staff about security procedures

WARNING

- Failure to lock (secure) your computer workstation may allow unauthorized access to your computer and the enterprise network.

Email Broadcast Request

REQUESTING A LARGE AUDIENCE EMAIL BROADCAST

Users shall refer Email Broadcast requests to the Communication Department.

1. E-mail to all users shall be sent to the Exchange e-mail Administrator. The Exchange e-mail Administrator is listed in the Global Address Book as "Exchange e-mail Administrator." This mail box is managed by the City's Communications Department staff.
 2. The Communications Department will review general distribution E-mail requests and work with the requestor to determine appropriate content and time of distribution.
 3. High priority or time-sensitive messages can be distributed to all users at any time. Contact the "Exchange e-mail Administrator" to send a high priority message.
 4. All messages shall conform to the City's policy on appropriate use of E-mail. The use of graphics and attachments shall be kept to a minimum to reduce processing time. Consider alternatives to sending messages to all users. Check the address books for smaller groups and direct communications to the smallest target audience possible.
-

ROLES & RESPONSIBILITIES

- Users are responsible for submitting requests for email broadcasts to the Communications Department in a timely fashion.
 - The Communications Department is responsible for communicating any changes to request procedures.
 - The Communications Department is responsible for advising users on format and content of email broadcasts.
-

WARNING

Widespread distribution of emails can deplete network bandwidth. Therefore, It is best to coordinate with the Communications Department to utilize the City's intranet site as a communications vehicle whenever possible.

Distribution of information or data not ready for public view

Users shall avoid disseminating information or data that is not ready for public distribution as it may contain inaccurate or incomplete information.

REVIEW INFORMATION OR DATA PRIOR TO DISTRIBUTION OR DISSEMINATION

- Review content and determine accuracy and completeness of information or data.
 - If in draft stage, clearly mark information or data as such.
-

ROLES & RESPONSIBILITIES

- Users are responsible for understanding the nature of the information and data they work with.
 - Users are responsible for understanding when information or data is ready for public distribution.
 - Supervisors and managers are responsible for educating staff regarding when information or data is ready for public distribution.
-

WARNING

- Premature distribution of information or data in it's draft stage may, at it's worst, result in the potential for litigation, not to mention the potential for embarrassment of the City and/or it's agents.

Email Message Considered Transitory

IDENTIFYING AN EMAIL MESSAGE AS TRANSITORY

1. The user (sender/recipient) determines whether the message is transitory. Examples include training announcements, meeting notices, publications or personal messages.
 2. The user is encouraged to destroy the message immediately to conserve space on the e-mail system.
-

ROLES & RESPONSIBILITIES

- Users are responsible for identify and classifying email transactions and meeting the appropriate retention or destruction requirements.
 - Supervisors and managers are responsible for educating staff about records retention guidelines and procedures.
-

WARNING
