



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 : Anti Virus Policy

PURPOSE : To establish an Anti-Virus Policy which must be met by all computer equipment connected to the Town of Newington's (hereinafter "Town") communication networks to ensure effective virus detection and prevention.

APPLICABILITY: This policy applies to all Town computers/hand held devices that are PC-based or utilize PC-file directory sharing. This includes, but is not limited to, desktop computers, laptop computers, servers, file/ftp/tftp/proxy servers, and any PC based lab equipment. Authorized employees connecting remotely using dial up or broadband and/or any third party connecting to the Town's communication network are required to have an approved, functioning and updated anti virus application.

1.0 Policy

All Town PC-based computers must have the Town's standard; supported anti-virus software installed and scheduled to run at regular intervals. In addition, the anti-virus software and the virus pattern files must be kept up-to-date. Virus-infected computers must be removed from the network until they are verified as virus-free. The Director of Information Systems and Technology is responsible for creating procedures that ensure anti-virus software is running at regular intervals, and computers are verified as virus-free. Any activities with the intention to create and/or distribute malicious programs into the Town's communication networks (e.g., viruses, worms, Trojan horses, e-mail bombs, etc.) are prohibited, in accordance with the Town's Acceptable Use Policy.

2.0 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