



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 : E-mail Policy**

**PURPOSE :** To establish an Electronic Mail (Email) Policy that outlines the appropriate use of Town of Newington (hereinafter "Town") email systems in order to prevent tarnishing the public image of the Town. When email is sent from the Town, the general public will tend to view that message(s) as an official policy statement from the Town.

**APPLICABILITY:** This policy covers appropriate use of any email sent from a Town email address and applies to all Town employees, its contractors, vendors, consultants, agents, and affiliates, including all personnel affiliated with third parties.

#### **1.0 Prohibited Use**

The Town email system shall not to be used for the creation or distribution of any disruptive or offensive messages, including offensive comments about race, gender, color, disabilities, age, sexual orientation, pornography, religious beliefs and practice, political beliefs, or national origin. Employees who receive any emails with this content from any Town employee should report the matter to their supervisor immediately.

#### **2.0 Monitoring**

Anyone using a Town email address shall have no expectation of privacy in anything they store, send or receive on the Town's email system. While the Town is not obliged to monitor email messages, for security and network maintenance purposes, the Town Manager and/ or his/ her duly authorized designee may monitor equipment, systems and network traffic at any time in accordance with the Town's Acceptable Use Policy and Audit Policy.

#### **3.0 Mailbox Storage Space**

- 3.1.** Currently anyone using a Town email address is restricted to a maximum of 50MB of storage space.
- 3.2.** Calculations for storage space are based upon product limitations, available disk storage, available back-up storage and number of mailboxes on the system. Storage space is subject to change.
- 3.3.** The Town's email server(s) is not intended to be a file server. Each user is individually responsible for complying with any and all applicable State of Connecticut Records Retention requirements.
- 3.4.** With the exception of 3.3 herein, Information Systems and Technology (hereinafter, "IST") staff and selected service accounts are exempt from these restrictions.

#### **4.0 Email Message Size Restrictions**

- 4.1.** Inbound Message(s) including any attachments cannot exceed 5MB in size or they will be rejected by the Town's email server(s).
- 4.2.** Outbound Message(s) including any attachments cannot exceed 5MB in size or they will be rejected by the Town's email server(s).
- 4.3.** IST staff and selected service accounts are exempt from these restrictions. IST staff can receive and/ or send email messages exceeding 5MB on behalf of users if required in the performance of their official duties.

Phone: (860) 665-8510 Fax: (860) 665-8507  
townmanager@ci.newington.ct.us  
www.ci.newington.ct.us

**5.0 Outlook Web Access**

- 5.1.** Users shall not use the “Remember Password” option to gain access to the Town’s email server when accessing their email from this browser based system.
- 5.2.** When a user has completed an OWA session they shall use the logoff option to properly close out of the application.
- 5.3.** Any authorized person(s) connecting to the Town’s email server via OWA will be required to connect via Secure Socket Layer (SSL) connection with encryption set at minimum of 128bits.

**6.0 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