



DELAWARE CITY FIRE COMPANY, NO. 1, INC.
815 5TH STREET
P.O. BOX 251
DELAWARE CITY, DELAWARE 19706-0251

Delaware City Fire Company Documented Administrative Policies		
Computers & Technology		
Policy #: 15-004	Original: February 3, 2017	Revised: July 2022
Approval: Company Floor		Date: 7/6/2022

Objective: The objective of this policy is to establish a uniform policy on the assignment and usage of computers and electronic devices provided by the Delaware City Fire Company.

Assignment of Computers & Electronic Devices

- 4.0 The assignment of computers and electronic devices including desktops, laptops, cell phones, and tablets will be at the discretion of the President. The decision will be based off of organizational need and fiscal impact to the budget.
- 4.1 The President will keep an inventory list of all devices owned by the Delaware City Fire Company.
- 4.2 In the event that a device is lost, stolen, or damaged, it must be reported to the President immediately.
- 4.3 The President will also coordinate the re-assignment of devices as the need arises.

Electronic Communication and E-Mail

- 4.4 E-mail and electronic communication is quickly replacing the method in which people communicate. E-mail addresses provided by the Delaware City Fire Company should only be used for official business. All communication using a Delaware City Fire Company email address is the sole property of the Fire Company.
- 4.5 All computers, electronic devices, software, and computer files are also the property of Delaware City Fire Company. and intended for official business use only.

Internet Usage

- 4.6 Internet usage, and wi-fi connections, are provided to members of the Delaware City Fire Company to assist in obtaining work related data and information.
- 4.7 While internet and wi-fi is primarily provided for work related activities, incidental and occasional usage is permitted within reasonable limits.
- 4.8 The equipment, services, and technology provided to access the internet is property of the Delaware City Fire Company and therefore may be accessed, monitored, and retrieved at any time deemed necessary.
- 4.9 The unauthorized use, installation, copying or distributing copyrighted, or patented material on the internet is strictly forbidden.



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- 4.10 The following behaviors are examples of additional actions that are also prohibited:
- 4.10.1 Sending or posting discriminatory, harassing, or threatening messages or images
 - 4.10.2 Using the organizations resources for personal gain
 - 4.10.3 Stealing, using, or disclosing another member's password or personal information
 - 4.10.4 Engaging in unauthorized sites or transactions that may cost the Fire Co. money or expenses
 - 4.10.5 Sending or posting messages or material that could damage the Delaware City Fire Company's image or reputation
 - 4.10.6 Participating in the viewing or exchange or pornographic, obscene, or sexually explicit materials
 - 4.10.7 Sending or posting messages that defame or slander other members or organizations
 - 4.10.8 Attempting to hack into another organizations computer system
 - 4.10.9 Sending or posting chain letters, solicitations, or advertisements not related to official company business
 - 4.10.10 Refusing to cooperate with investigation into unauthorized use
 - 4.10.11 Using the internet for political, religious, or gambling activities
 - 4.10.12 Any conduct that would jeopardize the organizations security
 - 4.10.13 Sending anonymous emails or messages
 - 4.10.14 Engaging in any illegal activity as outlined in Local, State, or Federal Laws
- 4.11 Any member that violates this policy will be subject to discipline, along with possible termination of membership and legal actions. Any communication received from an outside source that violates any part of this policy should be reported to the President immediately.