



ADDENDUM TO THE CITY OF SPRINGFIELD POLICY FOR THE USE OF INFORMATION  
TECHNOLOGY RESOURCES (REVISED MARCH 3, 2016)

The only email addresses that may be used by City employees for City business are those email addresses issued by ISD. No other email addresses may be used by City employees for City business.

All communications, business cards, letterheads etcetera used for City business shall ONLY SHOW email addresses, web addresses, social media accounts, mailing addresses, and or phone numbers issued to the employee or City department by ISD or the appropriate City authority, for use for city business.

Any social media accounts used for City business must be authorized by ISD and set up in accordance with applicable city rules and policies. Social media accounts not authorized by ISD may NOT be used by City employees to conduct City business.

City employees shall conduct all city business/work on City owned equipment provided for City employee business use unless ISD has authorized an exception. Equipment provided by the City for use by the general public shall NOT be used by City employees to conduct City business.

The City has adopted Microsoft Office as the platform for its office programs. (ie Word, Excel, Outlook, etc.). No other software shall be used, downloaded, or accessed by the web (purchased, free or subscription) unless authorized by ISD. In particular the use of Google programs (Docs, drive etc.) is prohibited without prior authorization by ISD.

Failure to abide by these policies may result in discipline and or termination of employment.

If there is conflict or ambiguity with any policy in the City of Springfield Policy for the Use of Information Technology Resources (revised March 3, 2016) the policies in this addendum control.

“Information Technology Resources” is defined in the City of Springfield Policy for the Use of Information Technology Resources.

“ISD”: is the City of Springfield Office of Public Utilities Information Systems Division.