

	<b>City of Helena</b> <b>Personnel Policy</b>	Policy number	8-11
		Original Adoption	03-01-04
		Revision #	2
		Last revision date	October 2015
<b>Section Title</b>	<b>Employee Ethics and Conduct</b>		
<b>Subject</b>	<b>Information Technology Policies</b>		

Each user is responsible for having knowledge of the Information Technology policies concerning proper use, security and care for their computer. It is the responsibility of the Information Technology and Services Department to educate management and staff about these policies; to educate its employees about the dangers of computer abuse and its threat to the operation of the IT enterprise; and educate its management and staff about proper ethical behavior, acceptable computing practices, and copyright and licensing issues.

To this end every current employee and every newly hired employee of the City will attend specific training in Group Wise (email) and IT Policies as soon as practical after their hire date. They will receive additional training whenever IT Policies are updated.