



TOWN OF IRVINGTON, VIRGINIA E-MAIL, COMPUTER AND INFORMATION USAGE POLICY

1. COMPUTER RECORDS

A) All electronic computer data located on any computer, electronic device, mobile device, or device capable of storing electronic computer data (“device”), owned by the Town of Irvington (the “Town”), is its property. These include documents, records, databases, files, e-mails, logs, and records of internal and external electronic mail and instant messaging. The electronic files are considered “official records” for the purposes of the Virginia Freedom of Information Act, and they may be subject to public inspection or to accessibility by Town officials as may be necessary.

B) Town employees, council members, and commission members (hereafter collectively as “users” and individually as “user”) do not have a reasonable expectation of privacy in the information stored in these electronic files and on Town computer systems.

C) The only exceptions to this policy are that of town data on personal devices. Please see the Town’s Mobile Device Acceptable Use Policy for these exceptions.

D) All applicable law, rules and regulations pertaining to official record retention, including, but not limited to, the Virginia Public Records Act, shall apply to and govern the Town and all users. It should be noted that any and all such laws, rules and/or regulations may also govern and affect past users. For additional information on the Virginia Public Records Act, refer Va. Code §§ 42.1-76, *et seq.* and the website: <https://law.lis.virginia.gov/vacode/title42.1/chapter7/>. For additional information on the Virginia Freedom of Information Act, refer to the following website: <https://foiacouncil.dls.virginia.gov/foiacouncil.htm>

2. GENERAL E-MAIL POLICY

A) Important official communications are often delivered via e-mail. Users with Town e-mail accounts are expected to check their e-mail in a timely manner so that they are aware of important Town announcements and updates, as well as for fulfilling business-and role-oriented tasks. This applies to both Town owned and individually owned computers and/or other devices.

B) Each user is individually responsible for mailbox management, including organization and deletion of non-public record e-mails.

C) Users are also expected to comply with normal standards of professional courtesy and conduct, applicable laws, rules and/or regulations, contracts, and all Town policies.

D) E-mail is not a reliable form of communication. If there is information and/or a message

that is timely in nature and has critical information, e-mail may not be the best communication option. Each user should consider a phone call, a face-to-face conversation, or other means of communication in such instances.

E) E-mail is not a private and confidential form of communication. The Internet is not a secure medium of communication. Messages can be intercepted by internal or external sources. Each user should keep the above in mind if he or she desires to transmit confidential communications or sensitive information via email and/or the Internet.

3. MOBILE DEVICES

A) A “mobile device” refers to any portable electronic device which allows for the processing, receiving, and sending of data without the need to maintain a wired connection with the internet. Examples include smartphones, cellphones, personal digital assistants (PDAs), laptops, tablet personal computers (PCs), and mobile handheld devices.

B) Mobile devices should be appropriately secured to prevent sensitive or confidential data from being lost or compromised, to reduce the risk of spreading viruses, and to mitigate other forms of abuse of the Town’s computing and information infrastructure. This policy applies to all Town users, as well as any other authorized user who may utilize Town or personally owned devices to access the Town’s data and/or networks.

C) Mobile devices are permitted to be connected to the Town’s E-Mail Server through an approved method, such as a Virtual Private Network (VPN). All other remote connections are prohibited if not expressly approved of by the Town.

D) The Town does not provide support and/or training regarding the use of any such personal mobile device. It is the user’s responsibility to know and understand how any such mobile device functions and works. It is also the user’s responsibility to assume all maintenance costs, as well as any fees for any such cellular, data, or other, type of plan.

E) Users must be aware that activity that creates a transaction of information or activity by or with any public officer, agency or employee of an agency, regardless of the physical form or characteristic, is considered a public record to be managed by the Town. Stated under the Virginia Public Records Management Manual, the Virginia Freedom of Information Act (FOIA) requires that all Virginia approved public records be retained for a specific period of time as outlined in the Library of Virginia Records Management Locality General Schedule. It is the responsibility of the user, and any and all other applicable individuals and/or entities that may be included herein, to ensure records are managed according to the appropriate retention schedules. The Town’s Clerk is responsible for Records Retention & Disposition Schedules.

F) The physical security of any such mobile device is the responsibility of the user who owns the device or to whom it has been assigned. Likewise, the storage, backup, recovery, and removal of public records on the mobile device are the responsibility of the user. Devices shall be kept in the user’s physical presence whenever possible. Whenever a device is being stored, it shall be stored in a secure place, preferably out of sight. If the device is lost or stolen, the incident should be reported immediately to the Mayor and Town Council.

G) All mobile devices that have the potential to transmit a public record are subject to regular audit monitoring by the Town Clerk, at the direction of the Town Council, and with reasonable notice being provided to said user prior to any such audit monitoring.

H) All users, past, present and future, utilizing mobile devices for the purpose of processing, receiving or sending Town data are responsible for being aware of and following the Town's policy, as well as all applicable law, rules, and/or regulations. This policy shall also apply to any individual or entity that is authorized to access the Town's Internet, computers, and/or other devices, in any way, such as through a VPN or other method.

I) The Town may require written acknowledgement of responsibilities and duties before enabling mobile service for any such user and/or authorized individual or entity. Users should notify the Town Clerk if they have questions about this policy or are aware of potential violations of these guidelines. Any user found to have violated this policy may be subject to disciplinary action up to and including termination of employment or removal from office. Authorized individuals and entities found to have violated this policy may be held liable for breach of security.

J) The sharing of Town data to Internet sites such as Dropbox, Box, Google Drive, iCloud, etc. is to be used for Town business only. Disclosing or sharing confidential data with outsiders without authorization is strictly prohibited. Sensitive or confidential documents, if stored on the device, should be encrypted if possible. If confidential documents cannot be stored in an encrypted or otherwise safe and secure form, they should not be stored on the device.

K) All public records shall be removed from the mobile device before it is returned, exchanged or disposed.

**TOWN OF IRVINGTON, VIRGINIA
RESOLUTION 2025-11.uc**

**A RESOLUTION TO READOPT THE TOWN'S EMAIL, COMPUTER, AND
INFORMATION USAGE POLICY**

WHEREAS, the Code of Virginia § 15.2-1505.2 requires public bodies to establish and regularly review policies regarding the acceptable use of internet and computer systems by employees and Town Officials; and

WHEREAS, the Town of Irvington previously adopted an Email, Computer, and Information Usage Policy to ensure the responsible and secure use of the Town's electronic communication and information systems; and

WHEREAS, it is in the best interest of the Town to regularly review and, as appropriate, readopt said policy to maintain compliance with state requirements and to promote proper use and security of the Town's technological resources;

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Irvington, Virginia:

1. That the Town hereby readopts the **Email, Computer, and Information Usage Policy**, including all amendments, updates, and revisions previously made and as currently written in the document attached hereto.
2. That the Town Office shall ensure distribution of the policy to all Town employees, officials, and contractors engaged in using the Town's technological resources, and shall require acknowledgment of receipt and understanding by all applicable personnel.
3. That this resolution shall become effective immediately upon adoption.

Certification

I, Julie Harris, Mayor, do hereby certify that Resolution 2025-11 was adopted by Irvington Town Council at its May 8, 2025 meeting, at which a quorum was present and voting. The Vote was:

IN FAVOR

OPPOSED

Mary Cary Bradley
Philip Robinson
Wayne Nunnally
Frederick Johnson
Frances Westbrook
Samantha Van Saun

ATTEST:

Julie Harris, Mayor

Charles Dyson, Town Clerk