MUNICIPAL USE OF THE INTERNET

Controlling Your Piece
of the Internet
Strategies and Suggestions

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What needs controlling?

- **The Web Site content**
- **E-mail**
- **Employee Use**
- **Security and Virus Patches**

Controlling Web Site Content

- Agree ahead of time on what content will be updated
- Create a checklist for updates noting date/time posted and removed
- Note official vs. draft content

Controlling E-Mail

- Establish an e-mail usage policy to guide employees.
- Maintain a list of all e-mail addresses including private e-mail boxes where appropriate
- Create e-mail archive by date/topic
- When elected officials/staff depart, ensure you have their e-mail.

Employee Use

- Adopt a policy that includes both web site and e-mail use

- E-mail belongs to the municipality, not the user

Security & Virus Patches

- **Keep your server software up to date.**

- **Regularly review the log of updates applied**

Remember!

The League has a free Web Advisory service to help you with these and other internet issues.

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