

**TOWN OF WINDSOR, COUNTY OF BROOME, STATE OF NEW YORK**  
**Approving the Adoption of an Acceptable Use Policy Resolution #34-2025**

**PRESENT:**     **Supervisor Timothy Harting**  
                  **Deputy Supervisor Eric Beavers**  
                  **Council Member Gary M. Hupman**  
                  **Council Member Mark Odell**  
                  **Council Member Daniel Colwell**

**OFFERED BY:**  
**SECONDED BY:**

The Town Board (hereinafter “Town Board”) of the Town of Windsor (hereinafter “Town”), duly convened in regular session, does hereby resolve as follows:

**WHEREAS**, the Town of Windsor desires to adopt and implement an Acceptable Use Policy (the “Policy”); and

**WHEREAS**, the Policy concerns Computer, Network Resource and Internet Usage and applies to all Town-owned network facilities, computer systems and email accounts provided to Town employees and officials; and

**WHEREAS**, pursuant to the State Environmental Quality Review Act (“SEQRA”), it has been determined by the Town Board that this constitutes a Type II Action as defined under 6 NYCRR 617.5(20) and (27); and

**WHEREAS**, the Policy shall be reviewed on an annual basis and updated as needed.

**NOW THEREFORE, BE IT RESOLVED** that the Town Board of the Town of Windsor, after review and discussion, hereby approves the adoption of the Acceptable Use Policy; and it is

**FURTHER RESOLVED** that the Supervisor is hereby authorized to sign and deliver any documents necessary to effectuate the Policy and implement the same on behalf of the Town; and it is

**FURTHER RESOLVED** that this resolution shall take effect immediately.

**CERTIFICATION**

I, Elizabeth Pfister, Clerk of the Town of Windsor, do hereby certify that the foregoing is a true and exact copy of a resolution adopted by the Town Board of the Town of Windsor, Broome County, New York on the 13<sup>th</sup> day of August, 2025. Said resolution was adopted by the following vote:

Supervisor Timothy Harting:	Voted-
Deputy Supervisor Eric Beavers:	Voted-
Council Member Gary M. Hupman:	Voted-
Council Member Mark Odell:	Voted-
Council Member Daniel Colwell:	Voted-

**Motion**  
**Resolution Adopted:**

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Elizabeth Pfister, Town Clerk  
Town of Windsor

### **Acceptable Use Policy**

Policy Statement- The Town of Windsor has adopted the following Town of Windsor Computer, Network Resource and Internet Usage Policy:

This policy shall be reviewed on an annual basis and updated as needed. This policy shall supersede and revoke all previous policies. Town computers, Town network resources, and internet access lines within the Town of Windsor Town Hall and within any other Town buildings are to be used only for official business of the Town. In no event are those computers, network resources or internet access lines to be used for the personal purposes. Prohibited personal purposes shall include, but not be limited to, the following of:

- a) creating, sending or receiving any personal letters, personal messages, personal advertising, communications relating to personal commercial activities, jokes or other personal communications,
- b) playing any card games or other games,
- c) using any streaming video services e.g., Netflix, Hulu, YouTube, etc., unless directly related to Town business.
- d) creating, sending, posting, displaying or receiving any pornographic or obscene pictures, text, graphics, images, or materials,
- e) accessing any web sites that contain sexually explicit images and/or related materials, advocate illegal activity, and/or advocate intolerance of others,
- f) creating, sending, posting, or displaying any sexually explicit images and/or related materials,
- g) advocating or promoting any illegal activity, and/or advocating or promoting intolerance of others.
- h) creating, sending, posting, displaying or receiving any offensive, abusive, slanderous, libelous, defamatory, vulgar, harassing or intimidating messages, text, graphics, images or materials,
- i) creating or sending any viruses, worms, hoaxes or chain letters,
- j) engaging in any unwarranted invasion of the personal privacy of any individual,
- k) engaging in any unauthorized disclosure of sensitive or confidential information, or
- l) violating any licensing or copyright restrictions.

Any misuse of a Town computer, network resource, or internet access line, or non-compliance with the Town's written computer and internet usage policies, may result in one or more of the following consequences:

- 1) Temporary loss of privileges and/or deactivation of computer/network access/internet access.
- 2) Permanent loss of privileges and/or deactivation of computer/network access/internet access.
- 3) Confiscation of Town laptop computer by the proper Town official.
- 4) Disciplinary actions (including proceedings for removal from office) by the appropriate Town board or Town officials and/or State boards or State officials.
- 5) Subpoena of data files and/or the application for and execution of a search warrant.
- 6) Legal prosecution under applicable United States, New York State, and/or Town of Windsor statutes, local laws, ordinances, codes, rules and/or regulations (hereinafter the "Laws").
- 7) Possible penalties under applicable Laws, including fines and/or imprisonment

The Town of Windsor owns all network facilities, computer systems and e-mail accounts that are provided to Town employees and officials. The Town reserves the right to monitor and audit all usage of Town-owned technology systems, including but not limited to hard drives, e-mails, computer files, and network traffic. No employee or Town official should have an expectation of privacy with regard to the use of Town-owned technology.