

Amend [A.R. 1.7 – Computer Network System Use Policy](#), Section C. Appropriate Use to read:

C. Appropriate Use

1. E-mail, on-line services, Internet/Intranet and related services made available to employees shall be used for City business. Incidental and minimal personal use is allowable to the extent that the use does not fall into one of the categories listed under IV. D and does not hinder an employee's ability to accomplish his or her work objectives.
2. When using the City's electronic systems, city employees shall use professional and courteous language since they represent the City.
3. **City employees hold a trusted position in the community and frequently interact with community members in sensitive situations. As such, Hayward employees are expected to conduct themselves in a manner that respects and maintains the safety, privacy, and dignity of all community members and City of Hayward employees. This expectation extends to posts, interactions, and other content posted on the internet, including social media.**

**Nothing in this policy is intended to prohibit or infringe upon any communication, speech, or expression that is protected or privileged under law.**