



City of Waukesha

Antivirus Policy

- I. **Purpose.** This Policy is to ensure that all City-owned Devices, and the City's communications network, are protected to the greatest extent possible from malicious software and other security threats.
- II. **Definitions.**
 - A. **Device** means any City-owned or City-issued desktop computer, laptop computer, notebook computer, tablet, mobile phone, or other communications equipment.
 - B. **User** means any individual who operates a Device, regardless of whether that individual is a City employee or not.
 - C. **Antivirus** means the software approved by the IT Department for installation in Devices to detect, block, and remove malicious software and other security threats.
- III. **Rules of Use.** The following rules apply to all Users and must be followed at all times.
 - A. No Device may be used by any User unless and until it has been loaded with Antivirus by the IT Department. The IT Department is responsible for verifying that the Devices have been loaded with Antivirus before first use. Some Devices may not be compatible with Antivirus, and the IT Department will determine whether they may be used or not.
 - B. No User may uninstall in any Device any software that is intended to detect, block, or remove malicious software and other security threats. The Antivirus installed by the IT Department is the only such software allowed to be installed in Devices.
 - C. No User may change the settings of the Antivirus installed in any Device, or reconfigure the Antivirus in any way.
 - D. Antivirus must always be configured to update automatically and to run periodic scans automatically, and this configuration cannot be altered by Users.
 - E. Whenever Antivirus prompts a User to update Antivirus or to run a scan, the User shall respond to the prompt by allowing the update or run the scan. Users may not respond to prompts by refusing the action suggested by the Antivirus.
 - F. All removable media (for example, USB thumb drives) must be scanned using Antivirus before being used. If removable media are inserted and Antivirus does not immediately commence an automatic scan of the media, the media must be removed, and the IT Department notified.
 - G. All files downloaded from the internet or attached to emails must be scanned using Antivirus before being used. If files are downloaded and Antivirus does not immediately commence an automatic scan of the media, the files must not be opened, and the IT Department must be notified.



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- H. Email attachments coming from suspicious or unknown sources must not be opened. All such emails and attachments should be deleted from the mail system as well as from the trash bin. No such emails and attachments may be forwarded to any other User.
 - I. All directions given by the IT Department regarding Devices and Antivirus must be followed at all times.
- IV. Penalties for Violations.** Violations of these rules will subject the User to discipline, up to and including termination, as provided in Human Resources Policy G-3.

Passed by the Information Technology Board on the 3rd day of January 2024.
Approved by the Common Council on the 16th day of January 2024.

Shawn N. Reilly, Mayor

Gina L. Kozlik, Clerk-Treasurer