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| COUNTY OF WETASKIWIN NO. 10 Municipal Policy & Procedures Manual | FUNCTION: 1000 GENERAL GOVERNMENT SERVICES |
| | SECTION: 1200 GENERAL ADMINISTRATION |

COMPUTER NETWORK AND INTERNET USAGE POLICY #1209

POLICY STATEMENT

The Council of the County of Wetaskiwin No. 10 places priority on the professional, responsive, and cost-effective representation of ratepayer's interests in the provision of services. The use of information technology should occur in a responsible manner that will enhance service to the ratepayers and minimize operational costs.

1. DEFINITIONS

- 1.1. Offensive and Inappropriate Material includes, but is not limited to, pornography, hate literature, obscene materials, and any material which contravenes human rights legislation.
- 1.2. Protected Information means personal, confidential or sensitive information and includes all information that is not to be disclosed under the Freedom of Information and Protection of Privacy Act.
- 1.3. Users means all persons authorized by the County to use the County's computer network system which includes access to the Internet.

2. PROCEDURES

2.1. APPROPRIATE USE OF INTERNET AND COUNTY COMPUTER NETWORK

2.1.1. The computer network (including access to the Internet) is the property of the County of Wetaskiwin to be used for legitimate business purposes. The County recognizes that the Internet is a useful tool that provides the opportunity for users to acquire information and interact with fellow employees, Council, ratepayers, community organizations, government agencies and vendors within the scope of an individual's assigned responsibilities. Appropriate use improves service delivery, increases operational effectiveness, and reduces costs. Users ("users") are encouraged to acquire or share information necessary or related to the performance of an individual's assigned responsibilities, and increase their

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knowledge and skill in the use of the network and internet tools. Individuals are also encouraged to participate in educational or professional development activities. Each computer is provided with access to the Internet, subject to appropriate usage. It is important to remember that access to the Internet is a privilege, not a right.

- 2.1.2. Users accessing the Internet do so at their own risk. The County of Wetaskiwin is not responsible for material viewed or downloaded by users from the Internet. Users are cautioned that many sites include offensive and inappropriate material. It may be difficult to avoid some unsolicited contact with such material while using the Internet. However, users must avoid intentionally accessing sites or engaging in practices on the Internet that may have the potential to bring the County into disrepute.
- 2.1.3. Users have a responsibility to use the computer resources and the Internet in a professional, lawful and ethical manner. The use of the Internet or e-mail for unlawful purposes including, but not limited to copyright infringement, obscenity, libel, slander, fraud, defamation, plagiarism, harassment, intimidation, forgery, impersonation, illegal gambling, soliciting for illegal pyramid schemes, and computer tampering (e.g. spreading viruses) is strictly prohibited. Other inappropriate uses of the computer resources include electronic chain letters, mass mailing of unsolicited e-mail, establish County computers as participants in any peer-to-peer network (unless approved by Management), or use any unapproved services (i.e. voice communications) over the internet. The County's computer network may not be used to distribute, view or store commercial or personal advertisements. Protected information must not be exposed to Internet access or transmitted by e-mail unless approved security precautions are taken.
- 2.1.4. All users must review the Computer Network and Internet Usage Policy, and complete the attached Network, Internet and email Account Application form, providing authorization and agreeing to abide by the terms of this policy, prior to the creation of Network, Internet or email Accounts-
- 2.1.5. Users wishing to have their County email address forwarded to a personal email account must request this transfer by completing the attached Forward to Personal Email, providing authorization and agreeing to assume responsibility to notify the County of personal email account changes.
- 2.1.6. Users authorized by the County to access the network offsite (remote connection) must request the equipment by completing the attached Offsite Usage Agreement, and agreeing to the terms of this policy. Final disposition of the equipment will be decided based on the Information Technology Asset Management Policy #1212.

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2.1.7. *Users authorized by the County to access the network offsite (remote connection) may be eligible for a County internet account for offsite usage or a subsidy of up to \$150.00 per month for an internet connection at home (upon user providing copies of monthly invoice).*

2.1.8. *Users authorized by the County to use removable media devices (including, but not limited to, DVDs, CDs, USB-based memory sticks, PDAs, cell phone handsets, digital cameras, floppy disks, hardware with USB connectivity to the network) shall:*

- ◆ *Employ reasonable physical security measures to protect the County information*
- ◆ *Return defective removable media devices to the Information Services department for disposal.*
- ◆ *Scan removable media devices for viruses prior to accessing files on the County network.*

3. SECURITY AND VIRUS PROTECTION

In order to maintain the security of individual workstations, each staff member is responsible for their own workstation. -The workstation shall be logged out, turned off, or password protected when unattended. -Staff members are responsible for guarding their password and are to be aware of their surroundings and who is using their computer equipment. -Users may not share account or password information with another person. Internet accounts are to be used only by the assigned user of the account for authorized purposes. Attempting to obtain another user's password is strictly prohibited. A user must contact the Information Services department to obtain a password reset if they have reason to believe that any unauthorized person has learned their password. They are to report any suspicious acts such as non-staff users on County machines to the Information Services department.

4. PERSONAL USE

4.1. Generally, computer usage, including but not limited to Internet/e-mail use, should be restricted to official County business. However, occasional appropriate personal use of the computer is permitted subject to the following.

4.2. Personal use:

- 4.2.1. Is limited to incidental amounts of a user's time during non-business hours that is before and after regular work hours and lunch hours.
- 4.2.2. Shall not interfere with the users or any other user's job performance.
- 4.2.3. Shall not have undue effect on the computer or company's network performance.

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- 4.2.4. Shall not cause the County to incur a direct cost due to the storage of personal e-mail or Internet material. Consequently, users receiving personal e-mail should read it and delete it. Users shall not store their personal e-mail or Internet material on the County's computer system.
- 4.2.5. Shall not violate any other policies, provisions, guidelines or standards (including those outlined within this document).
- 4.3. Should the amount of personal Internet usage cause the County to incur costs over and above the regular monthly fees, Administration will review these guidelines and adjust as they deem necessary.

5. NO EXPECTATION OF PRIVACY

Users are given computers and Internet access to assist them in performance of their jobs. Administration of the County of Wetaskiwin has the right to randomly monitor, without notification, and log any and all aspects of its computer system including, but not limited to, Internet sites visited by the Users, chat and newsgroups, file downloads, e-mails and all communications sent and received by users. Users should have no expectation of privacy in anything they create, store, send or receive using the County's computer equipment.

The County of Wetaskiwin also reserves the right to utilize software that makes it possible to identify and block access to Internet sites containing sexually explicit or other material deemed inappropriate in the workplace.

6. DISCIPLINARY ACTION

Alleged inappropriate use of the Internet, e-mail, or other technological tools and information will result in disciplinary action as outlined by the County's Incremental Discipline Policy #1306.

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County of Wetaskiwin No 10

Request for Network, Internet & e-mail Account

County of Wetaskiwin No 10 employees are eligible for network accounts (where network access is a requirement for the job), website and e-mail access. For protection of privacy reasons, County of Wetaskiwin No 10 will not automatically create an e-mail ID for any individual.

Employee: _____
(First Middle Initial Last)

Department: _____

I hereby agree to the following:

I give authorization to County of Wetaskiwin No 10 to create a network, website and/or email account on my behalf. I understand that management has the right to refuse this request.

I have read the County of Wetaskiwin No 10's Policy for Computer Network and Internet Usage, and I agree to abide by the terms of this policy.

I understand that information on the network, including but not limited to, documents, internet usage, is the property of the County of Wetaskiwin, and management has the right to randomly monitor, without notification, any of the information stored on the network. I also acknowledge that e-mail is not private, and that the County of Wetaskiwin No 10 has no control over who will see my mail. I also understand that the source of electronic mail could be easily traced back to the County of Wetaskiwin No 10.

Employee Signature: _____ Date: _____

For Office Use Only:

Access approved by: _____ Date: _____

- Network account Account Name: _____
- iSeries account Account Name: _____
- Email account Account Name: _____
- Website account Account Name: _____

Comments: _____

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County of Wetaskiwin No 10 Offsite Usage Agreement

Name: _____ Department: _____

| | |
|--------------------------|--------------|
| Description of Equipment | <u>Value</u> |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

| | |
|--------------------------|--------------|
| Description of Software: | <u>Value</u> |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

Purpose of Transfer: _____

| | |
|---|--------------|
| <u>Reimbursement for Internet Connection at home:</u> | <u>Value</u> |
| _____ | _____ |

CAO Approval: _____

Date of Approval: _____

I hereby agree to the following conditions with respect to use of the equipment, software, and data described above:

1. Ownership of the above will remain County of Wetaskiwin No 10.
2. The above is intended to be used for County of Wetaskiwin No 10 business purposes.
3. The above will be returned to County of Wetaskiwin No 10 at their request.
4. Upon termination of employment/association with County of Wetaskiwin No 10, the above items will be returned. If they are not returned in good order, then the County may be reimbursed for the items listed above at the value stated (subject to depreciation).

Employee Signature: _____

Witness's Signature: _____

Note: The intent of this document is to record the transfer of equipment, software and data used offsite by County of Wetaskiwin No 10 Councilors, Consultants and Employees.

This agreement is to be completed in all cases when an employee removes County of Wetaskiwin No 10 equipment and/or software from business premises.

Date returned: _____

Witness's Signature: _____

CAO's Initial: _____

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