



County of Wetaskiwin No. 10 Municipal Policy

Department:

Policy No.

12.0 Corporate Services

12.0.7

Title Computer Network & Internet Usage

1. Policy Statement:

- 1.1. 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.
- 1.2. 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.
- 1.3. Appropriate use improves service delivery, increases operational effectiveness, and reduces costs.

2. Guidelines:

- 2.1. **Security:** Each user is responsible for their own workstation. Workstations shall be logged out or password protected when unattended.
 - 2.1.1. Users are responsible for guarding their password and aware of who is using their computer equipment. Users may not share account or password information with another person.
 - 2.1.2. 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.
 - 2.1.3. Users can contact the Information Services department to obtain a password reset if they have reason to believe that any unauthorized person has learned their password; or report any suspicious acts
- 2.2. **Personal Use:** 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.
 - 2.2.1. 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.
 - 2.2.2. Shall not interfere with the users or any other user's job performance.
 - 2.2.3. Shall not have undue effect on the computer or company's network performance.

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2.2.4. Shall not cause the County to incur a direct cost due to the storage of personal e-mail or Internet material. Users shall not store their personal e-mail or Internet material on the County's computer system.

2.2.5. Shall not violate any other policies, provisions, guidelines or standards.

2.3. 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.

2.4. **Privacy:** Users are given computers and Internet access to assist them in performance of their jobs. The County has the right to randomly monitor, without notification, and log any and all aspects of its computer system. Users should have no expectation of privacy in anything they create, store, send or receive using the County's computer equipment.

3. Additional Pages:

3.1. Schedule "A" Request for Network, Internet & e-mail Account

3.2. Schedule "B" Offsite Usage Agreement

3.3. Administrative Directive-Computer Network & Internet Usage (Staff/Council Portal)

4. **Definitions:** are created & maintained in the Definition Index.

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Schedule "A"

Request for Network, Internet & e-mail Account

County of Wetaskiwin No 10 users 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.

User _____
(First Middle Initial Last)

Department _____

I hereby agree to the following:

1. I give authorization to County to create a network, website and/or email account on my behalf. I understand that management has the right to refuse this request.
2. I have read the Policy for Computer Network and Internet Usage, and I agree to abide by the terms of this policy.
3. 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 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.

User Signature _____ Date _____

For Office Use Only:	
Access approved by: _____	Date: _____
<input type="checkbox"/> Network account	Account Name: _____
<input type="checkbox"/> iSeries account	Account Name: _____
<input type="checkbox"/> Email account	Account Name: _____
<input type="checkbox"/> Website account	Account Name: _____
Comments: _____	

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Schedule "B" Offsite Usage Agreement

Name: _____ Department: _____

Description of Equipment: _____ Value: _____

Description of Software: _____ Value: _____

Purpose of Transfer: _____

Reimbursement for Internet Connection at Home: _____ Value _____

CAO Approval: _____ Date: _____

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).

User _____ Witness: _____

- Note:**
- The intent of this document is to record the transfer of equipment, software and data used offsite by County Councillors, Consultants and Employees.
 - This agreement is to be completed in all cases when an employee removes County equipment and/or software from business premises.

Date Returned: _____ CAO Initial: _____

Received by: _____ Signature: _____

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County of Wetaskiwin No. 10 Administrative Directive

Title Computer Network & Internet Usage

1. The computer network (including access to the Internet) is the property of the County of Wetaskiwin to be used for legitimate business purposes.
2. Each computer is provided with access to the Internet, subject to appropriate usage.
3. Users accessing the Internet do so at their own risk. The County is not responsible for material viewed or downloaded by users from the Internet. Users are cautioned that many sites include offensive and inappropriate material.
4. While it may be difficult to avoid some unsolicited contact with inappropriate material while using the Internet, users are to avoid intentionally accessing sites or engaging in practices on the Internet that may have the potential to bring the County into disrepute.
5. 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.
6. 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 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.
7. All users are required to complete the attached Network, Internet and email Account Application form, prior to the County assigning any network, internet or email accounts.
8. Users authorized by the County to access the network offsite (remote connection) must request the equipment by completing the attached Offsite Usage Agreement. Final disposition of the equipment will be decided based on the Asset Management Policy #12.0.10.
9. Users authorized by the County to use removable media devices (including, but not limited to, DVDs, CDs, USB-based memory sticks, digital cameras, hardware with USB connectivity to the network) shall:
 - 9.1. Employ reasonable physical security measures to protect the County information.
 - 9.2. Return defective removable media devices to the Information Services department for disposal.
 - 9.3. Scan removable media devices for viruses prior to accessing files on the County network.

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