



COMPUTER USE POLICY

1.0 APPLICATION

This Policy applies to all employees of the Town.

2.0 AUTHORITY

Municipal Government Act Part III – Powers – Section 48(3).

3.0 BASIC POLICY

This policy sets forth the Town of Mahone Bay's requirements with respect to usage by employees of the Town's computer, fax, scanner, telephone and other electronic communications systems, including by way of illustration, the e-mail facility, Internet access, long distance fax, telephone mailbox, cell phones, Town web pages, in-house applications, computer hardware and data files (collectively called 'The Computer System'). It also establishes important and specific rules regarding access to, and disclosure of, data and use of the Town's Computer System in all its aspects.

4.0 POLICY OBJECTIVE

The objective of this policy is to provide clear and reasonable guidelines on Information Technology usage by Town employees, and to promote an environment that is productive, cost effective, safe, and free from abuse; also to address confidentiality issues and the Town's ownership of the Computer System and all data files.

5.0 GENERAL GUIDELINES

The Town of Mahone Bay advises all employees that the Town's Computer System and especially (but not limited to) their e-mail system, telephone mailbox, cell phone use, Internet access and data files, are not private. The

system administrator, as well as the Internet service provider, can monitor and record all computer usage. All data of whatever kind or source processed by, stored in and transmitted through the Town's Computer System and the electronic applications which make this possible, are the property of the Town.

The Town's Computer System and other information technology hardware and software are provided for official business use. While occasional personal use is permitted, it needs to be understood that personal messages and files will be treated no differently from business messages and files and may be subject to being read, monitored and disclosed by the Town. Employees, who desire that their expressions, communications and actions remain private or confidential, must use their own personal communications devices outside of the workplace and outside of work hours.

6.0 SPECIFIC GUIDELINES

6.1 No employee, without approval of the Network Administrator and/or the CAO or designate, is permitted to knowingly:

- a) Use the Town's Computer System for the purpose of accessing the files or communications of other employees within the Town, unless such accessing is done in the lawful performance of the employee's responsibilities;
- b) Open, download or transmit any attachment containing a program from an outside source unless it is a known source and for the use by the employee for the benefit of the Town;
- c) Transmit any message, data, image or program that would violate the copyright, patent, trade secrets, confidence, trademark or other property rights of others;
- d) Use a web site providing anonymity to search the web or to send communications;
- e) Post or transmit chain letters, charity requests, virus warnings, petitions for signatures or letters related to pyramid schemes;

- f) Intentionally alter or compromise the integrity of the Computer System;
- g) Access the Town's Computer System from outside normal office facilities unless duly authorized by the Network Administrator and/or the CAO

6.2 Harassing, libellous, defamatory, threatening, obscene, discriminatory or otherwise inappropriate use of the Computer System is forbidden. This includes derogatory or inflammatory messages or intended jokes about a person's race, colour, age, sex, disability, religion, national origin, physical attributes, or sexual orientation

6.3 The Town's Computer System is not to be made available for use by third parties such as suppliers, customers or the general public without specific **prior** authorization from the Network Administrator and/or the CAO.

6.4 If a virus-warning message is received employees are to immediately advise the Network Administrator so that appropriate action can be taken.

7.0 MONITORING EMPLOYEE USAGE

The CAO may authorize the monitoring of internet use, e-mail or voicemail messages or data files on a periodic basis, check for breaches of confidentiality, system security, violations of law, or infringement of Town rules or policies. such monitoring may occur electronically or manually without notice to, or knowledge of, the affected employee. On the same basis, the CAO, or designate may authorize inspection of the contents of internet usage, e-mail or voice mail messages or data files disclosed by such monitoring, or any follow-up investigation for the Town's purposes.

The Town reserves the right to access, monitor and discharge all aspects of the Computer System including employee generated e-mail, voicemail and data files, when it has, in its sole judgment, a need or reason to do so. Accordingly, employees should take steps to ensure that documents and messages pertaining to the affairs of the Town are available to the Network Administrator and the CAO.

It is important for employees to understand that they should not say anything through their workplace e-mail facility, Internet access, web pages, in house applications, data files and computers in the workplace that they would not otherwise put in writing or say in a workplace meeting, or wish to have disclosed to a third party.

The Town of Mahone Bay will not be held responsible for unauthorized use of its Computer System by employees.

Any misuse and/or unauthorized use of the Town's computer and communications systems shall result in action against the employee as outlined in the Town's Discipline Policy.

Clerk's Annotation For Official Policy Book

Date of Notice to Council Members of Intent to Consider (7 days minimum notice)	Feb 13, 2007
Date of Passage of Current Policy	March 13, 2007
	March 14, 2007
_____ Clerk/CAO	