



## The Corporation of the Town of Essex

Section:	<b>Corporate – Council</b>
Subject:	<b>Computer Data Sharing, Internet &amp; Email Use</b>
Policy Number:	<b>TRE06-09-001</b>
Approval Date:	<b>September 5, 2006</b>
Approved By:	<b>R06-09-436</b>
Prepared By:	<b>J. Barron</b>

### Introduction

#### Purpose

This policy deals with the use of computer technology that is owned by the Town of Essex as well as the protocol for accessing and sharing information contained on or obtained through the Town of Essex corporate network.

- a. This procedure is intended to protect the Town of Essex data, network and its information technology infrastructure against hazards such as:
  - Unauthorized access
  - Malicious manipulation and/or destruction of information/data
  - Virus invasion
  - Inappropriate use
  - Inappropriate disclosure of personal information
- b. Compliance with this procedure will ensure data integrity, network security and will prevent employees from using technology to misrepresent the Town of Essex.

## Definitions

“Internet” - A world-wide collection of networks linked through a common communications protocol and which collection of networks is used as a common basis for communications for all types of applications. Use of the Internet specifically includes access to the World Wide Web.

“Browser” – A graphical interface for displaying web pages.

“Home Page” – The starting page for a person or group to display information utilizing both text and graphics as viewed through the browser.

“Electronic Mail” – A global communication tool external or internal to the Town of Essex, used for sending and receiving messages with or without attached files via the Internet to other users with an Internet e-mail address.

“Telework” - Paid staff utilizing the municipal network to work away from the normal place of business also known as working from home or telecommuting

“Listserv” - A subscription or membership based email server, similar to a newsgroup or forum.

## **Policy**

### Scope

This policy applies to all authorized users of the Town of Essex computer and network services including but not limited to:

- Municipal employees and elected officials
- Temporary and contract employees
- Students and interns
- Volunteers and other authorized organizations or individuals

### Policy Statement

All Authorized users have access to the municipal network, Internet and email. Employees have access to these systems consistent with the requirement of their jobs.

The computer technology that is used by the Town of Essex, allows employees to communicate with others and share information and peripheral devices for the sole benefit of the Town of Essex.

Employees MUST use the information technology provided in a professional and ethical manner, in accordance with the Municipality’s obligations under Privacy Legislation.

*FAILURE TO COMPLY WITH THIS POLICY / PROCEDURE MAY RESULT IN A LOSS OF PRIVILEGES AND/OR DISCIPLINARY ACTION.*

## Privacy

The Town of Essex respects the privacy of employees, however, any electronic record created on a municipal computer or sent through the Town of Essex network is considered to be the property of the municipality.

## Computer Usage

The primary use of the Town of Essex computer and network services is for business purposes. Personal use or activities is acceptable, provided the privilege is not abused.

## Network & Computer Use

It is essential that each user login using their own unique Logon Account and Password. It is prohibited to share your user account information or passwords with any other person (including family members), except as authorized by your manager.

Where more than one employee shares a computer, it is essential that each user use their own unique Logon Account and Password to access the network. It is also extremely important that users terminate their session (Logoff Windows) once they have completed their task or at the end of their workday. This will prevent others from accessing email, files, and/or the Internet when the owner is not present.

## Ownership

All computer equipment (desktop, laptop, servers, printers, personal digital assistants ie Pocket PC & Black Berries etc.) licensed versions of software programs and electronically created files and e-mails are considered the property of the Town of Essex.

Making unauthorized copies of copyrighted software is prohibited. It is the responsibility of each employee to ensure that they do not use software that is not licensed by the Town of Essex.

Data originating on the Town of Essex network is owned by the municipality and may not be distributed outside the municipality without proper authorization from the owner or custodian of the data.

## Data Security

Employees must safeguard their login ID and passwords from disclosure to any person except the Manager of Computer and Networks Systems.

Users shall not, in any way, share data with the public ie tax roll or payroll information, unless it is information that is public record and/or is available on the web site, Weblink or the Geo Cortex (Web Mapping) Public Site. Users shall not attempt to access unauthorized/confidential information to which they have not been previously granted access.

## Internet

The Internet enables employees to gather information relevant to the Town of Essex and its business from external sources.

## Email

The primary purpose of the Service's e-mail system is for business communications only. An e-mail is considered an electronic business memo and should be treated in the same manner as any other business correspondence; this includes using standardized corporate signatures and stationery for sending email.

Any policies that the Town implements with respect to Harassment, Race Relations, Sexual Harassment and Discrimination, also apply.

Acceptable and appropriate Internet and email use includes but is not limited to:

- a. Participating in professional, job-related research
- b. Distributing work-related correspondence, minutes, agendas, reports, etc.
- c. Communicating with staff, official bodies and vendors
- d. Responding to public inquiries
- e. Accessing job-related distance learning opportunities;
- f. Creating job-related information resources
- g. Participating in job-related mailing lists
- h. Communicating with staff, elected officials, and appropriate outside bodies such as other levels of government, businesses, city partners, citizen groups and residents.

## **Responsibilities**

### Inappropriate Computer & Network Usage

Under no circumstances shall a member or employee of the Town of Essex, create, access, send, upload, download, save, view or use the municipal network for inappropriate use as set out in

this procedure. For the purposes of this policy “Inappropriate use” means utilizing the Town of Essex information technology systems for:

- a. Running applications, security programs or utilities which reveal weaknesses in the security of a system, whether internal or external to the municipal network.
- b. Attempting to gain access to a system for which proper authorization has not been given.
- c. Using probing software to breach security at any computer site, internal or external to the municipality.
- d. Installing 3<sup>rd</sup> party screen savers or changing corporately approved desktop backgrounds and or wallpaper.
- e. Installation and use of software and applications *banned* by Information Technology, including but not limited to: Kaza, Morpheus LimeWire, Donkey 2000, Bear Share, Gnutella, Nutella, iMesh, Blubster.
- f. Downloading or storing MP3 files.
- g. Downloading of executable software such as screensavers, demo software, software updates (excluding antivirus updates approved by the I.T Department). This software may contain viruses which could harm the corporation’s network. If such a file is required, please contact the Manager of Network Systems for assistance
- h. Allowing others who are not authorized users to access and utilize municipal equipment and software.
- i. Participating in Internet Chat groups or listserves that are not work related.
- j. Creating, accessing, sending, uploading, downloading or saving inappropriate material, which includes but is not limited to:
  - pornographic or violent material including text and pictures; Hate/ Bias material including text and pictures;
  - Creating, sending, uploading, posting or loading information that constitutes threats, harassment, slander, defamation or other similar acts;
  - Creating, sending, uploading, posting, or loading information that constitutes a nuisance, virus distribution;
  - Creating, sending, uploading, posting, or loading information that is of a personal nature;

### Inappropriate Use, Material and E-Mail Content

For the purpose of this procedure “Inappropriate E-Mail Content” means using the Town of Essex information technology network for, but not limited to:

- Information which is, or may be, offensive or disruptive (i.e. workplace harassment);
- Information which is derogatory to any individual or group, or which is defamatory or threatening in nature;
- 
- Information which misrepresents the views, policies; procedures and principles of the Town of Essex;

- Information which is disseminated for a purpose which is illegal, or for a purpose which compromises the Town of Essex or which is not in the interest of the Municipality, including but not limited to confidential or sensitive business information;
- Information for any personal reasons.
- Accessing, displaying or storing fraudulent, harassing or obscene email messages; or email messages, graphics or images which are offensive and conducive to a poisoned work environment.
- Sending anonymous messages or accessing the Internet under another person's network identification without such person's permission.

*\* Inadvertently accessing an inappropriate site or receiving an email with an unacceptable attachment, will not be considered a violation of this policy. Printing, saving or forwarding inappropriate material (except as properly authorized) shall be considered a violation of this policy.*

## Virus Protection

It is the responsibility of each employee to exercise extreme caution when receiving an e-mail containing attachments. E-mails from known or unknown sources may contain virus's, which can cause repercussions to the entire corporate infrastructure and system resources.

Files obtained through any means MUST be scanned for protection. If a virus is detected, contact the Manager of Network Systems immediately to ensure appropriate measures are taken to protect the overall computer environment.

## Monitoring

The Town of Essex Network Manager may monitor an individual's information or electronic data at any time without notification, to ensure appropriate use and compliance with this procedure. Monitoring will also assist in protecting the security of the municipal computing environment. Utilities are in place to monitor Internet usage, e-mail, file storage and computer configurations.

## **Enforcement**

An employee's Manager or designate shall be responsible for the enforcement of this procedure and determining the appropriate response to infractions.

Failure to comply with this procedure may result in loss of privileges and/or disciplinary action.

## Appendix "A"

### Acknowledgement of Computer Data Sharing, Computer & E-mail Use Policy

I, \_\_\_\_\_, have been provided with a copy of the Policies and Procedures of the Town of Essex related to Computer Data Sharing Internet and Email and have read and understand this Policies and Procedure. I agree to abide by the Policies and Procedures related to Computer Data Sharing Internet and Email Use. I understand that any failure on my part to follow the Policies and Procedures for Computer Use may result in loss of privilege and or other disciplinary measures as deemed appropriate by the Town of Essex.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_