

## TOWN OF HIGH PRAIRIE

<b>Policy Number</b> No. 65- 2014	<b>Approval Date</b> April 09, 2014	<b>Resolution Number</b> 277/14
<b>Supersedes</b>	<b>Effective Date</b> April 09, 2014	<b>Legal Authority</b>
<b>Amendments:</b>	<b>Amendment Date</b>	<b>Amendment Resolution Number</b>

<b>TITLE:   COMPUTER DEVICES AND INTERNET USAGE POLICY</b>
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**Definition of a Policy:**

A policy is a formalized written plan of action on what to do in a given certain circumstance or situation.

**Purpose of this Policy:**

To ensure there are clear guidelines for governing the access to electronic mail and the Internet and for the authorized use of the Town's computers.

### **1.0    Access to and Use of the Internet, Email and Computers**

1.1 This policy is intended to address the use of all Town-owned computing resources (i.e., on-site, laptop and dial-in) by all employees. The Town of High Prairie expects all its employees to use the internet, email, computers will do so responsibly. There will be no expectation of privacy regarding outgoing email.

### **2.0    General Guidelines for the Use of the Internet, Email and Computers**

- 2.1    During business hours, the email, internet and computer use will be for legitimate Town Purposes. After 4.30pm, employees are allowed to make reasonable use of the Town's internet access, subject to all other provisions herein.
- 2.2    Staff duties shall be conducted in a manner that trust and confidence in the integrity, objectivity and professionalism of the Town are preserved and enhanced.
- 2.3    All personal use of e-mail and internet must be done outside regular working hours. Sound judgment must be exercised when accessing internet sites and to email received and sent.
- 2.4    Personnel users must change their passwords every three to six months.

2.5 The Town of High Prairie's data shall not be stored on Personal computers.

2.6 Staff and Council mobile devices will be password protected.

2.7 The Town of High Prairie printers will be for legitimate Town purpose.

### **3.0 Unacceptable Internet Use**

3.1 The following activities are prohibited

- Using computing resources in any manner which is illegal;
- Uploading or downloading information or software in violation of copyright laws;
- Engaging in any communication that is obscene, defamatory, offensive or in violation of Town policy.

### **4.0 Monitoring**

4.1 Authorized employees may need to view staff e-mail for legitimate email purposes. All system users are expected to exercise sound judgment.

Approved by Council: April 09, 2014  
Date