

TOWN OF HIGH PRAIRIE

Policy Number No. 36-2007	Approval Date September 26, 2007	Resolution Number 453/07
Supersedes	Effective Date	Legal Authority <i>FOIP Act</i>
Amendments:	Amendment Date	Resolution Number

TITLE: Internet and Email Acceptable Use Policy

PURPOSE:

The Town of High Prairie's internal network is connected to the internet. Employees with computer access to the internal network have the ability to access the internet; including use of electronic mail and the world wide web. While the internet is a great resource for the Town of High Prairie, it is the responsibility of each employee to use this resource responsibly and respectfully. This policy sets appropriate standards of use for electronic mail and the internet to protect employees, the Town of High Prairie and its resources.

POLICY


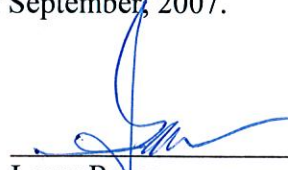
- 1) Electronic communications and all messages generated on or handled by the system are considered the property of the Town of High Prairie and are not the property of the users of the electronic communication services.
- 2) Email should generally be used to conduct the legitimate business activities of the Town of High Prairie. Personal use may be permitted on a limited basis, provided that the use is carried out during non-working hours, and in accordance with the guidelines set out in this policy.
- 3) The Town of High Prairie cannot guarantee that email will be private. Staff should be aware that electronic communications could be forwarded, printed, intercepted and stored by others.
- 4) It is a policy of the Town of High Prairie NOT to regularly monitor content of email; however, the content may be monitored to support operational, maintenance, auditing and security activities. Users should structure their email in recognition that the Town of High Prairie may, from time to time, examine the content of email.
- 5) The Town of High Prairie email system must not be used to send harassing, obscene or other threatening messages that contain content that may be considered offensive (eg. sexually oriented messages or images).

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- 6) Each email attachment should be scanned for viruses prior to opening.
- 7) The Town of High Prairie internet connection must not be used in any illegal manner or contravene any criminal laws; including unauthorized access to systems, software or data (such as credit card numbers) or copyright information.
- 8) Employees must not use the internet connection for conducting any private business or commercial activities.
- 9) Downloading of data, including images and programs, is prohibited unless approved by the system administrator. This is to protect the stability of the system. If information is approved for download, it must be scanned for viruses before it is opened on a network workstation.
- 10) As with email, the Town of High Prairie may monitor the internet for usage.
- 11) All users must sign an Internet Use Agreement (Schedule "A" attached).
- 12) Department heads will review on a case-by-case basis alleged incidents of inappropriate use of the internet or email by employees. This could lead to disciplinary action, up to and including dismissal, or cancellation of contract.
- 13) This policy shall supersede and replace any previous internet and email policies passed by Council.

Accepted by Resolution #453/07 on the 26th day of September, 2007.


Rick Dumont
Mayor
Larry Baran
Town Manager

SCHEDULE "A"
TOWN OF HIGH PRAIRIE
INTERNET AND EMAIL USE AGREEMENT

I, _____, have received and read a copy of the
Internet and Email Acceptable Use Policy No. 36-2007, and understand its content.

Employee Signature

Date

Witness

Date