



WEDDIN SHIRE COUNCIL

POLICY NUMBER: 1.15.3

POLICY FOR INFORMATION SERVICES USAGE

Adopted: 16 March 2017

POLICY FOR INFORMATION SERVICES USAGE (NO. 1.15.3)

1. **Title:** Policy for Information Services Usage

2. **Number:** Policy Number 1.15.3

3. **Purpose:**

Council's computers, network infrastructure, software applications, e-mail, Internet and communication systems are shared resources that are playing an ever-increasing role in all facets of Council's operations.

This document sets out to define the user's responsibilities, rules, standards and guidelines relating to the effective use of Council's Information Services and identifies sanctions that could be applied for any improper use of these systems.

Specifically, this policy deals with the use of:

1. All personal computers that are owned by Council, including those used for specialised applications.
2. All network systems, applications and data.
3. All corporate software applications.
Note: The IS department can help to select and install other specialised applications but can only provide basic user support for these applications. Users should address their concerns to the supplier of these products.
4. Dial-in access to Council's network.

4. **Application:**

The policy applies to all staff.

5. **Associated References:**

Weddin Shire Council Code of Conduct (as amended)

Local Government (State) Award 2010 - Disciplinary Procedures (as amended)

6. **Policy**

6.1 **General Responsibilities**

Council may provide a PC as an aid to staff to complete any tasks associated with their jobs. As a user of Council's Information Technology and Systems you are to:

1. Use the systems in the manner for which they are intended.
2. Understand and abide by the Occupational Health & Safety Policy guidelines for the use of screen-based equipment.
3. Maintain your mouse, keyboard, monitor and any other peripheral equipment you use in good, clean condition.
4. Be aware of the damage viruses can cause and take reasonable steps to ensure they are not propagated.
5. Personal use after hours is permitted on arrangement with your Director.
6. Report any breaches of the policy to the relevant Director.
7. Agree to abide by these responsibilities by signing the attached User Agreement Form (as amended).

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Under NO circumstances should you:

- (i) Waste time on non-council business. Personal usage in excess of five (5) minutes during normal work time is considered to be wasting productive work time.
- (ii) Allow other staff or any member of the public to access your PC without prior approval from your Director.
- (iii) Solicit non-Council business for personal gain or profit.
- (iv) Reveal or publicise confidential or proprietary information which includes, but is not limited to:
 - financial information;
 - Council business, strategies, plans, databases and the information contained therein;
 - Council employee, client, ratepayer, resident or other community information;
 - technical information;
 - computer/network access codes; and
 - information about Council's business relationships which you are not authorised to release, reveal or publicise.
- (v) Use any computers, software, Internet or e-mail for any illegal purpose or to send any objectionable material that contains content that is defamatory, offensive, obscene or indecent in nature.
- (vi) Perform any other inappropriate activities or uses identified by the Departmental Director.

Your usage of any of Council's computer systems may be monitored for compliance with these policies. If you are monitored or audited you will be notified in writing of the results. Such auditing may form the basis of further investigation and subsequent disciplinary action.

6.2 Computer Network Responsibilities

Council may permit access to any or all of the computer networks to which council equipment is connected. Council may restrict levels of access to data. When you use Council's computers or network you should:

1. Manage your passwords appropriately and change them periodically.
2. Store all corporate information in Council's Network system. Working documents may be stored on the network drive until completed and then registered in the Network system.

Under NO circumstances should you:

- (i) Have a password that is easily identifiable such as your name, initials, family name, etc.
- (ii) Give your password to anyone else.
- (iii) Use someone else's network logon account or allow someone to use your account.
- (iv) Intentionally interfere with the normal operation of the network, including the propagation of computer viruses and sustained high volume network traffic that substantially hinders others in their use of the network.
- (v) Install software that has not been approved for use by the relevant Director.
- (vi) Examine, change, delete or use another person's files or output for which you do not have explicit authorisation to do so.
- (vii) Store any offensive material on your PC or on the network data drive.

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6.3 Email Usage Responsibilities

Council provides all personnel who have access to the network with an e-mail account. This account is to be used for Council business. All e-mail messages are considered records for all legal, fiscal, administrative and historical purposes and remain the property of Weddin Shire Council. Council may monitor and audit e-mail sent to and from the Internet. Message content may be reviewed to ensure compliance with this policy. As a user of the e-mail system, you are required to:

1. Register any important e-mail information within Council's records management system.
2. Keep personal use to a minimum.
3. Use appropriate Internet etiquette. For more information refer to the Internet Engineering Task Force RFC 1855: Netiquette Guidelines at <http://www.dtcc.edu/cs/rfc1855.html>.

Under NO circumstances are you to use e-mail to:

- (i) Ask for or send offensive remarks, proposals, or material. If you receive unsolicited offensive material, you should delete it from your mailbox. Under no circumstances should offensive material be forwarded on.
- (ii) Harass other employees or external persons.
- (iii) Represent personal opinions as those of Weddin Shire Council.
- (iv) Send or access copyrighted information in a way that violates copyright.
- (v) Send or forward on any e-mail chain letters or virus hoaxes.
- (vi) Use the Internet for games.
- (vii) Use the Internet for excessive personal use. Personal uses in excess of five minutes on line during normal working hours is considered excessive.
- (viii) Visit Internet sites that contain offensive material.
- (ix) Up load, down load, or otherwise transmit commercial or any other executable software or any copyrighted materials belonging to parties outside of Council, or to Council itself.
- (x) Down load any executable software applications or utilities without approval from the relevant Director.

7. Non-Compliance

Users who are suspected of violating any of their responsibilities as listed in these policies may be investigated and subjected to disciplinary action. Such disciplinary action may include (but is not limited to):

1. Verbal and written warnings.
2. Suspension of network privileges including e-mail and/or Internet privileges.
3. Termination of employment.

8. Review and Amendment

- This policy shall be reviewed at four (4) yearly intervals, to ensure it meets all statutory requirements and the needs of Council.

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9. Adoption

- This policy commences as from the date of adoption by Council, being 16 March 2017.

10. History

Version	Details
1.15.1	Adopted 20 August 2009
1.15.2	Adopted 21 March 2013
1.15.3	Adopted 16 March 2017

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INFORMATION SERVICES USER AGREEMENT FORM

The following User Agreement form must be signed and submitted to the Information Services section before access to Council's computer systems and technology can be granted. A copy of the form will be kept on your employee file within the Human Resources section.

I, (print name) _____ have read Weddin Shire Council's Information Services Usage Policy and agree to abide by its terms and conditions. In particular, I have read and understood:

- My general usage responsibilities,
- My responsibilities as a user of Council's computers and network,
- My e-mail usage responsibilities and,
- My responsibilities regarding Internet usage whether from work or home.

I further understand that any violation of these policies may breach Council's Code of Conduct or constitute a criminal offence. Should I commit any violation, I understand that I may be subject to disciplinary action and/or appropriate legal action.

Employee Signature: _____ *Date:* _____

General Manager: _____ *Date:* _____