

EM4. Use of Shire Provided Devices and Email - Elected Members Policy

Policy Objective

To ensure that Elected Member's use of Shire provided devices and the email system is appropriate.

Policy Statement

Technology access is provided to Elected Members as a Council business tool. Its purpose is to assist in research, training, communication and to provide better access to information. All communication using the Shire's internet, facilities and resources must be undertaken in a professional manner, while responsibly representing the goals, objectives and image of the Council.

Inappropriate use of this technology is viewed as a serious disciplinary issue and will result in a reassessment of access privileges. In accepting the technology provided by the Shire of Dundas, Elected Members agree that the allocated cr.xxxx@dundas.wa.gov.au email and the Shire of Dundas provided tablet/laptop will not be used to access material considered objectionable or restricted under the Censorship Act 1996.

All files (work related or private) that are downloaded from the internet must be scanned for viruses immediately.

Elected members should be aware that the technology provided is not for personal use such as:

- Private business transactions or promotion of private business activities;
- Payment of personal accounts;
- Private advertising on the internet;
- Personal political purpose;
- Personal web home pages; or
- Recreational games

Before receiving their Shire provided device Elected Members will be required to sign a copy of this Policy in acknowledgment of their responsibilities.

At the completion of their term of office as Councilor for the Shire, the device is to be returned within 14 business days to the Manager of Finance and Administration.

Elected Members will act with due diligence and care in using the Shire provided device. Insurance cost are covered by the Shire of Dundas. Damages, faults and loss should be reported in writing to the Manager of Finance and Administration. Repair and replacement of a damaged or lost device will be at the discretion of the CEO.

Email

Where Elected Members receive electronic mail that is inappropriate, it is their obligation to immediately delete its contents and any attachments, and then advise the sender of its inappropriateness and instruct them not to send such correspondence again.

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The Shire may monitor usage of the internet. There can be no expectation of personal privacy in the use of the Shire's internet and or email facilities.

Standards for Outbound E-mail

The content of e-mail signature files is to clearly state the identity of the e-mail originator. Elected members must use the provided Shire of Dundas email signature which will include their name, title, telephone number, email address and the Shire website address with a high-resolution image of the Shire's logo.

Access and Security to the Shire of Dundas IT System

Passwords

It is the responsibility of each Elected Member to maintain the confidentiality and security of their own password.

Elected Members should ensure that they;

- Log out of or password lock their email and /or device when leaving it unattended for long periods of time;
- Do not attempt to gain access to another Elected Member's or Shire Officer's log-in ID or password; and
- Do not disclose passwords to any other persons.

Persons who are not employed by the Shire (including Councillors) must not be given access to the Shire's corporate network under any circumstances, unless approval is first sought and obtained from the Chief Executive Officer.

Policy Reviewed October 2020