

HR3. Internet, Email Usage and Access to IT System Policy

Policy Objective

To ensure that Shire employees' usage of the internet, email and ICT system is appropriate.

Policy Statement

Internet and Email Usage

Internet and email access are provided to employees as a 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 and facilities must be undertaken in a professional manner, while responsibly representing the goals, objectives and image of the Shire.

Inappropriate use of this technology is viewed as a serious disciplinary issue and will result in a reassessment of access privileges. Employees and other users of the Shire's internet resources should not access, and should have no cause 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. Download of large files (more than 5MB) for private use is not permitted without authorised consent. Such activities utilise bandwidth and slows network performance.

Employees may occasionally access the internet outside of normal working hours for appropriate private use. This does not include:

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

Where employees 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.

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. Employees should include their name, title, telephone number, email address and the Shire website address with a high-resolution image of the Shire's logo on all e-mails.

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Access to IT System

Passwords

It is the responsibility of each employee to maintain the confidentiality and security of their own password. Each employees should ensure that they;

- Log off the network or password lock their workstation whenever leaving it unattended for long periods of time, including attending meetings and lunch breaks;
- Do not attempt to gain access to another employee'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.

Employees must not attempt to access, copy, damage, delete, insert or alter any information held on Shire's Computer Equipment beyond the Privileges granted for the performance of their normal working duties.

Communications System Security

To help avoid the spread of viruses, employees must not by-pass the Shire's network security by accessing the internet directly by modem or other unauthorised means, unless permission has been granted by an authorised officer. Employees using IT equipment with access to the Shire's network and not utilising the Shire supplied IT equipment, must ensure that any file or data brought into the Shire from an external (to the Shire) source, is scanned with Shire approved virus checking software. The Manager of Finance and Administration must be notified immediately, if any employee suspects that a virus has been introduced into the Shire's system.

Hardware, Software and Privileges

Employees must not attempt to install or remove software or hardware onto Shire's Computer Network without prior approval and direction from the DCEO.

Streaming

Streaming material via Shire' network utilises bandwidth and slows network performance. Therefore, no network users are permitted to "stream" without authorised consent.

Data Storage

All Shire information and/or data is to be permanently stored on Shire's servers ("N" drive) for backup and security implications. Therefore, disk space on individual Shire PC's or laptops, should only be used as temporary storage, or for transitional purposes only. Please note that in general, Shire PC's or Shire laptops are not backed up in any way.

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