



CITY OF CORNER BROOK

Policy Statement

Index	Communication	Section	Computers		
Title	Computer, Internet & Electronic Mail Usage	Policy Number	12-02-06	Authority	Council
Approval Date	27 Jun 01	Effective Date	27 Jun 01	Revision Date	

Purpose:

To outline, for all employees, the expectations for the use of City owned computing resources, the Internet and Electronic Mail and to outline the consequences for violating this policy.

Policy Statement:

All employees must respect the copyrights, software licensing rules, property rights, privacy and prerogatives of others, except as permitted by this policy. All employees are expected to use their Internet access and Electronic Mail for City-related purposes, i.e. to communicate internally and with citizens and vendors, research relevant topics, and obtain useful information required for performing job-related duties. All employees are expected to follow the procedures established by the Computer Services Division regarding City owned computing resources.

Preamble:

Unnecessary or unauthorized Internet usage causes network and server congestion. It slows other users, takes away from work time, consumes supplies, and ties up printers and other shared resources. Inappropriate Internet usage may also garner negative publicity for the City of Corner Brook and expose the City to significant legal liabilities.

The chat channels, newsgroups, electronic mail, and world wide web of the Internet gives each individual employee an immense and unprecedented reach to propagate City messages. Because of that power, the City of Corner Brook must take special care to maintain the clarity, consistency and integrity of the City's image and posture. Anything one employee writes in the course of acting for the City of Corner Brook on the Internet can be taken as representing the City's posture. Therefore, the City of Corner Brook expects all employees to forego a measure of individual freedom when using the Internet and Electronic mail system.

The City of Corner Brook's direct connection to the Internet offers a wealth of potential benefits. It can also open the door to some significant risks to our data and systems if all employees do not follow appropriate security discipline. As presented in greater detail in the following policy, that may mean preventing machines with sensitive data or applications from connecting to the Internet, or it may mean that certain users must be prevented from using certain Internet features.

The addition of hardware and software and changes to desktop operating settings may cause problems or compatibility errors with other programs, which the user is unaware of. This may result in systems requiring intervention or corrective action from the computer support staff, system downtime and other problems. Therefore the City of Corner Brook expects all employees to respect the procedures established in this policy and any amendments to it.

Definitions:

Certain terms in this policy should be understood expansively to include related concepts. The City of Corner Brook includes all agencies and departments. The term "document" covers all types of files that can be read on computer screen as if it were a printed page, including HTML documents, Adobe Acrobat Reader documents, and other electronic publish tool documents. The term "file" includes any form of electronic information that may be stored or transmitted using a computer system. The term "graphics" includes photographs, pictures, animations, movies, or drawings. The term "display" includes monitors, flat-panel active or passive matrix displays, monochrome LCDs, projectors, televisions, PDA screens, and virtual-reality devices.

Reference:

Approved: 01-102 (2)

Detailed Action Required:

All employees must respect the copyrights, software licensing rules, property rights, privacy and prerogatives of others. Unlawful Internet and Electronic Mail usage may expose the City to significant legal liabilities. Internet and Electronic Mail usage is a privilege, not a right, and a user can be held accountable for any breaches of security or confidentiality, with the full range of the employer's disciplinary action, some of which are outlined in this policy as the minimum response in several situations.

Management & Administration

1. The City of Corner Brook will limit Internet and Electronic mail access to those employees with a legitimate need for work related usage.
2. The City of Corner Brook has full right to install software and implement systems that can monitor and record all Internet and Electronic Mail usage. All employees are to be aware that these systems are capable of recording (for each and every user) each World Wide Web site visit, each chat channel, newsgroup or electronic mail message, and each file transfer into and out of the City network. The City of Corner Brook reserves the right to record, review, and monitor activity at any time without consent or approval of any employee.
3. No employee should have any expectation of privacy as to his/her Internet or Electronic Mail usage. Management may elect at any time to review and analyze usage patterns generated by these monitoring systems, and may elect to publicize this data to assure that City Internet and Electronic Mail resources are devoted to the highest levels of productivity.
4. The City of Corner Brook reserves the right to inspect any and all files stored in private areas of the City network in order to assure compliance with policy.
5. The display on any City system of any kind of (a) sexually explicit image or textual document, (b) the human form in nude, or semi-nude state, or (c) in a state of dress or undress that could reasonably be viewed as sexually provocative, is a violation of employee conduct required by this policy. The above are hereinafter referred to as "inappropriate material". In addition, inappropriate material may not be archived, stored, distributed, edited or recorded using the City's network or computing resources.
6. The City of Corner Brook may implement software and data filters or tracers to identify sources of inappropriate or otherwise offensive material, and sites that display or offer this type of material. The City may block access from within its networks to all such sites known to contain inappropriate or offensive material. If you find yourself connected accidentally to a site that contains inappropriate or offensive material, you must disconnect from that site immediately, regardless of whether that site had previously been deemed acceptable by any screening or rating program. The City can consider the length of time you remain on such sites in determining the extent to which this policy has been breached.

7. The City of Corner Brook's Internet facilities, Electronic Mail system and computing resources must not be used knowingly to violate the laws and regulations of Canada or any other nation, or the laws and regulation of the Province of Newfoundland or any other city or province, or other local authority. Use of any City resources for illegal activity is grounds for immediate dismissal. The City of Corner Brook will cooperate with any legitimate law enforcement agency in the investigation and prosecution of employees' use of "City" resources for illegal activity.

8. The City of Corner Brook will ordinarily comply, without notice to an employee, with reasonable requests from law enforcement and regulatory agencies for system logs on individuals' Internet and Electronic mail activities. Only the Director of Corporate Services or the Chief Administrative Officer are empowered to release information requested by such agencies. Requests made to other employees must be referred to the Director of Corporate Services or the Chief Administrative Officer.

9. Any software or files not prohibited hereunder downloaded lawfully via the Internet or received via Electronic Mail into the City's network becomes the property of the City of Corner Brook. Any such files or software may be used only in ways that are consistent with their licenses or copyrights.

10. No employee may use the City of Corner Brook resources knowingly to download or distribute unlicensed software or data (commonly referred to as pirated software or data).

11. No employee may use the City of Corner Brook's Internet facilities or Electronic Mail system to deliberately propagate any virus, worm, Trojan horse, or trap-door program code.

12. No employee may use the City of Corner Brook's Internet facilities or Electronic Mail system to knowingly disable or overload any computer system or network, or any part thereof, or to circumvent any system to protect the privacy or security of another user.

13. Use of the City of Corner Brook's Internet access facilities and Electronic Mail system to commit infractions such as misuse of City assets or resources, sexual harassment, unauthorized public speaking and misappropriation or theft of intellectual property are specifically prohibited.

14. Since a wide variety of materials may be deemed offensive by different people or agencies, it is a violation of the City of Corner Brook's Internet and Electronic Mail policy to store, view, print or redistribute any document or graphic file that is not directly related to the user's job or the City of Corner Brook's business activities. Viewing a file to determine its contents would not be considered a violation of the policy and would be necessary to determine if a document or file is inappropriate.

15. Employees with Internet access and/or Electronic mail may not copy onto the network servers or their or anyone's desktop any licensed software or data owned by the City of Corner Brook without explicit authorization from the Director responsible for the software or data and shall not transfer or copy or transmit same to any other person or firm.

16. The use of the City of Corner Brook's Internet facilities and Electronic Mail system for the conduct of personal financial gain or for political activities (including business directly related to union business) is prohibited.

17. No attempt shall be made to access computer-based records, Internet services or Electronic Mail resources that an employee does not have specific authorization to access. Such attempts are strictly prohibited.

18. The use of another employee's password or login ID to gain access to Internet resources or Electronic Mail services for which an employee is not authorized to access is strictly prohibited.

19. Due to the nature of municipal government operations, the City of Corner Brook may be required to produce documents related to its operations under freedom of information requests. Employees are required to ensure that appropriate

measures have been taken to archive messages and maintain accurate records of correspondence resulting from business activities carried out on behalf of the City of Corner Brook.

20. Employees shall, when gaining access to internal resources or communicating by e-mail, use the language of business, free from foul, offensive, or language generally inappropriate in an office work place.

21. Employees shall not use the computer resources, internet access or e-mail to visit, participate in or use chat lines, ICQ, home, or online shopping facilities. Where specifically authorized, employees may be permitted as part of their duties to access City suppliers' secure ordering systems over the Internet.

22. Only authorized software owned by the City of Corner Brook may be installed on City computers. No employee shall add any hardware or software to desktop computer terminals without permission of the Computer Services Division. This includes games, programs available for free from the Internet, programs the employee may have purchased for home use, and supplementary programs available for City authorized

IN WITNESS WHEREOF this policy is sealed with the Common Seal of the City of Corner Brook.



MAYOR



CITY CLERK