



## **Town of Digby**

### **Administrative Policy # 2017-003**

#### **Internet Usage Policy**

##### **Purpose:**

The purpose of this policy is to outline the rules and regulations regarding internet usage.

##### **Definitions:**

- **Network:** means a collection of systems interconnected by communication channels that allow sharing of resources and information, including connectivity to the internet where applicable.
- **Software:** means the entire set of programs, procedures, and related documentation associated with a system.
- **User:** means the Mayor, a councillor or an employee of the Town of Digby or another individual who is authorized to use the Town's network or systems.
- **Employer:** means the Town of Digby
- **Locations:** Websites and social media sites accessed through the internet.

##### **Policy Statement:**

Town of Digby Council members and employees use the internet in the course of their work as well as during their private time.

##### **Access Usage:**

- The Town of Digby maintains a networked system of computers which have access to the Internet to assist in the conduct of business of the Employer. These systems, including the equipment and the data stored in the system, are and remain at all times the property of the Town of Digby. As such, any and all Internet access shall be performed within the interests of the Town of Digby. This shall include the downloading or viewing of information from the Internet.


- Internet access and the downloading of any information should be limited to the conduct of business of the Town of Digby and may not be used for the conduct of personal business without the prior written approval of the Employer.
- The Employer reserves the right to retrieve and review any information downloaded and locations (web-sites) visited while accessing the Internet. Please note that even when a location is deleted or erased, it is still possible to recreate the accessed locations; therefore, ultimate privacy of Internet access cannot be ensured to anyone.
- Locations that contain content that may reasonably be considered offensive or disruptive to any employee are prohibited. Offensive content would include, but would not be limited to, sexual comments or images, racial slurs, gender-specific comments or any comments that would offend on the basis of his or her race, national or ethnic origin, color, religion, age, sex, sexual orientation, religious or political beliefs, marital status, or disability.
- Employees learning of any misuse of Internet access or violation of this policy shall notify his/her supervisor.

**Personal Accountability:**

- A user shall not share or divulge any username or password issued to the user by the Town of Digby or affiliates for the purpose of providing access to the internet resources of the Town of Digby or its affiliates.
- A user of the Town’s network and system shall identify themselves honestly, accurately, and completely while participating in all forms of electronic communication (e.g. email) and when participating in other interactive internet-based activities (e.g. social media and blogs).

**Discipline:**

Any contravention of this policy may result in discipline by the employer including, but not limited to confiscation of equipment of the employer, and disciplinary action up to and including termination of employment.

<b>Clerk's Annotation for Official Policy Book</b>	
Date of Notice: <b>December 19, 2016</b>	
Date of adoption: <b>January 2, 2017</b>	
Policy effective date: <b>January 2, 2017</b>	
I certify that this <b>Internet Usage Policy</b> was adopted by Council as indicated above.	
 <hr style="width: 150px; margin: 0 auto;"/>	<u>January 3, 2017</u>
Clerk	Date