

**Computer & Internet Acceptable Use  
Policy  
Policy No: 1985**

**Approval: Town Council  
Effective Date: August 18, 2010**



Supersedes Policy No: none

**Policy Statement:** The goals of this policy are to outline appropriate and inappropriate use of Town of Hardisty computer & Internet resources, including our intranet, the World Wide Web, electronic mail, FTP (file transfer protocol), and facebook. Your account provides you with access to internal information, as well as networks around the world through these services. Use of these services is subject to the following conditions.

### **Your Account**

Computer access at Town of Hardisty is controlled through individual accounts and passwords. Each user of the Town of Hardisty system is required to read this policy and sign a Computer & Internet use agreement (attached as the last page of this document) prior to receiving a Computer access account and password. Under **no** circumstances are employees/contractors to use computing resources unless authorization has been obtained.

### **Appropriate Use**

Individuals at The Town of Hardisty are encouraged to use the computer network to further the goals and objectives of Town of Hardisty. The types of activities that are encouraged include:

1. Communicating with fellow employees, the public and clients within the context of an individual's assigned responsibilities;
2. Acquiring or sharing information necessary or related to the performance of an individual's assigned responsibilities;
3. Participating in educational or professional development activities.

### **Inappropriate Use**

Individual computer use will not interfere with others' use and enjoyment of the network. Users will not violate the network policies of any network accessed through their account. Internet use at The Town of Hardisty will comply with all Federal and Provincial laws and all Town Policies. This includes, but is not limited to, the following:

1. The Internet may not be used for illegal or unlawful purposes, including, but not limited to, copyright infringement, obscenity, libel, slander, fraud, defamation, plagiarism, harassment, intimidation, forgery, impersonation, illegal gambling, soliciting for illegal pyramid schemes, and computer tampering (e.g. spreading computer viruses).

2. The Internet may not be used in any way that violates Town of Hardisty's policies, rules, or administrative orders including, but not limited to, (any applicable code of conduct policies, etc.). Use of the internet in a manner that is not consistent with the mission of The Town of Hardisty, misrepresents The Town of Hardisty or violates any policy is prohibited.
3. Individuals must limit their personal use of the Internet. Town of Hardisty allows limited personal use for communication with family and friends, independent learning, and public service. Town of Hardisty prohibits use for mass unsolicited mailings and access for non-employees to resources or network facilities,
4. Individuals may not view, copy, alter, or destroy data, software, documentation, or data communications belonging to The Town of Hardisty or another individual without authorized permission.
5. In the interest of maintaining network performance, users should not send unreasonably large electronic mail attachments.
6. Use of personal facebook page on Town of Hardisty system at any time is strictly prohibited.

### **General Usage Policies**

Some general policies relating to the use of computers at Town of Hardisty must be followed in order to ensure the stability, and security of Town's network resources, and data. These Include:

1. In all cases users will log out when leaving their computer for an extended period of time (More than 30 minutes). This will be accomplished by personally locking the workstation when leaving, and/or applying a screensaver to the workstation which allows it to be automatically locked after 30 minutes.
2. When leaving company premises the users will insure that their workstation is logged off.
3. All data will be stored on the primary file server in the appropriate folder. This area is referred to as the "Y" drive.
4. Under no circumstances shall an employee install ***any*** software on any machine without obtaining approval from the CAO.
5. All servicing of defective computer hardware and/or software must be coordinated and/or carried out by the network service provider.
6. In the special case that an employee has been granted permission to use their personal computing resources while physically or virtually (via VPN or other means) connected to the corporate network the employee in question agrees to allow the IT staff access to the connected computer for general administration or inspection of any installed applications and data concerning corporate operations. Inspections may be carried out with no notice and must be in the employee's presence and with the employees' knowledge.

### **Security**

For security purposes, users may not share account or password information with another person. Computer accounts are to be used only by the assigned user of the account for authorized purposes. Attempting to obtain another user's account password is strictly prohibited. Users are required to obtain a new password if they have reason to believe that any unauthorized person has learned their password. Users are required to take all necessary precautions to prevent unauthorized access to computer services.

### **Failure to Comply**

Violations of this policy will be treated like other allegations of wrong doing at The Town of Hardisty. Allegations of misconduct will be adjudicated according to established procedures. Sanctions for inappropriate use of the Internet may include, but are not limited to, one or more of the following:

1. Temporary or permanent revocation of access to some or all computing and networking resources and facilities;
2. Disciplinary action according to applicable Town of Hardisty policies;
3. Legal action according to applicable laws and contractual agreements;

### **Monitoring and Filtering**

The Town of Hardisty may monitor any Internet activity occurring on Town equipment or accounts. Town of Hardisty currently does not employ filtering software to limit access to sites on the Internet. If Town of Hardisty discovers activities which do not comply with applicable law or departmental policy, records retrieved may be used to document the wrongful content in accordance with due process.

### **Disclaimer**

The Town of Hardisty assumes no liability for any direct or indirect damages arising from the user's connection to the Internet. The Town of Hardisty is not responsible for the accuracy of information found on the Internet and only facilitates the accessing and dissemination of information through its systems. Users are solely responsible for any material that they access and disseminate through the Internet. We encourage you to use your Internet access responsibly.

**TOWN OF HARDISTY  
COMPUTER & INTERNET ACCEPTABLE USE POLICY  
USER AGREEMENT**

I hereby acknowledge that I have read and understand the Computer & Internet Acceptable Use Policy of The Town of Hardisty. I agree to abide by these policies and ensure that persons working under my supervision abide by these policies. I understand that if I violate such rules, I may face legal or disciplinary action according to applicable law or departmental policy.

I hereby agree to indemnify and hold The Town of Hardisty and its officers, trustees, employees, and agents harmless for any loss, damage, expense or liability resulting from any claim, action or demand arising out of or related to the user's use of The Town of Hardisty owned computer resources and the network, including reasonable attorney fees. Such claims shall include, without limitation, those based on trademark or service mark infringement, trade name infringement, copyright infringement, unfair competition, defamation, unlawful discrimination or harassment, and invasion of privacy.

Name (print) \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_