

## TOWN OF PINCHER CREEK

<b>Approved by:</b>	<b>Date:</b>	<b>Policy Number:</b>
<b>Council Motion: 99-521</b>	<b>October 25, 1999</b>	<b>136-99</b>
<b>Reference:</b>	<b>Revision Date/by:</b>	
<b>Title:</b>	<b>E-MAIL, INTERNET USE, COMPUTER HARDWARE AND SOFTWARE</b>	

### Policy Statement

The Town of Pincher Creek will provide guidelines for the use of the Town's server, software, hardware, e-mail and internet system.

#### **1. Definitions**

- 1.1 **Town e-mail** means any e-mail address installed for use by Town personnel or town-affiliated personnel, and billed to the Town of Pincher Creek.
- 1.2 **Town Internet** system means the internet provided for use by Town personnel or town-affiliated personnel, and billed to the Town of Pincher Creek.
- 1.3 **Chief Administrative Officer** of the Town of Pincher Creek as appointed pursuant to MGA Section 201(1).
- 1.4 **Municipal Treasurer** shall mean the designated officer as appointed pursuant to MGA Section 210(1).
- 1.5 **Administrative Assistant** shall mean the Town staff member responsible for the compiling, checking and processing for payment of the internet and e-mail invoices.
- 1.6 **Employees** shall refer to permanent, full time employees of the Town of Pincher Creek or part time, casual, or summer employees, as may be given permission by management.

- 1.7 **Systems Administrator** shall be appointed by the Chief Administrative Officer and shall be responsible for operation and maintenance of the email, server, internet, hardware and software selections.

## **2. Policy Statement**

### **2.1 E-MAIL USAGE**

- 2.1.1 While the Town of Pincher Creek expects all employees to use its e-mail system for official business use, occasional personal use is permitted. The Town of Pincher Creek Town Manager, reserves the right to access, use and disclose all messages sent over its e-mail system for any purposes – business or personal.
- 2.1.2 The Town may inspect the contents of e-mail messages disclosed by such monitoring or any follow up investigation, if it serves an organizational purpose. An employee should have no expectation of privacy through email, internet use or files stored on the computer.
- 2.1.3 Employees are subject to discipline, which may include termination, if they:
  - 2.1.3.1 “Snoop” in other people’s messages or files;
  - 2.1.3.2 Send harassing, discriminatory or pornographic messages;
  - 2.1.3.3 Leak confidential information; or
  - 2.1.3.4 Otherwise violate the Town of Pincher Creek’s policy on e-mail usage.

### **2.2 INTERNET ACCESS AND USAGE**

- 2.2.1 Only properly authorized employees shall be permitted to use forms of electronic communication for business use and occasionally personal use. The Internet’s primary value to the Town of Pincher Creek is the ability to collect and use information from outside the organization. However, much of the data on the Internet presents risks to the Town of Pincher Creek such as viruses, breaches of copyright, and reliance on outdated or inaccurate information.
- 2.2.2 The following guidelines apply to all employees using the Internet:
  - 2.2.2.1 Use due diligence in all Internet contacts.

2.2.2.2 Follow all terms and conditions of software licenses and copyright laws when collecting or using information from the Internet. No software shall be permitted unless it is compatible with the existing Town of Pincher Creek's software standards. Downloading of any software from the Internet whether free or not shall require permission from the SYSTEMS ADMINISTRATOR.

2.2.2.3 All employees of the Town of Pincher Creek shall complete an application for the addition of any software or hardware whether replacement or additions and submit this request to the SYSTEMS ADMINISTRATOR prior to purchase. The SYSTEMS ADMINISTRATOR shall ensure that the addition of screensavers, software, programs or hardware does not in any way adversely affect the computer system of the Town of Pincher Creek. All software downloaded must be screened from the Internet with virus detection software prior to use as per instructions of the SYSTEMS Administrator. This should be done on stand-alone, non-production machines.

The SYSTEMS ADMINISTRATOR will sign the application for Computer software, screensavers, hardware and return to the applicant. The SYSTEMS ADMINISTRATOR shall keep an initialed and dated copy of all applications whether approved or rejected.

2.2.2.4 Any contribution to pirate software bulletin boards and similar activities represents a conflict of interest with the Town of Pincher Creek's work and is therefore prohibited.

2.2.2.5 Employees shall only be permitted to indicate their affiliation with the Town of Pincher Creek in Internet newsgroups, bulletin board discussions, chat sessions and other offerings when the message is sent for the Town of Pincher Creek business purposes.

2.2.2.6 Use of the Town of Pincher Creek's Internet resources for personal purposes, not related to an employee's function is not permitted on the Town of Pincher Creek's time.

2.2.2.7 Attachments should not be opened if the source is of unknown origin and must be deleted for virus protection purposes.

- 2.2.3 The Town of Pincher Creek's firewall (protection) security system assumes all the Town of Pincher Creek's network users are trusted employees or fully authenticated external users. The firewall will deny all services that are not specifically permitted and will only allow securely offered services. As new services and new threats from the Internet are disclosed, new security technology will update and change the specific services offered through the firewall.
  - 2.2.4 Currently, mail is permitted only via a secure mail gateway running trusted software. News feeds are permitted only to designated gateway servers. New Internet services are permitted only with the prior technical approval of the Town of Pincher Creek's SYSTEMS ADMINISTRATOR. All managers and employees are directly responsible for safeguarding the Town of Pincher Creek's information.
  - 2.2.5 All messages sent over the Town of Pincher Creek's networks and computers are the Town of Pincher Creek's records. At any time and without prior notice, management reserves the right to examine and analyze e-mail, personal file directories, Internet access logs and other information stored on the Town of Pincher Creek's computers. Employees should have no expectation of privacy associated with the information they store in or send through these systems, whether encrypted or not. The Town of Pincher Creek maintains the authority to review Internet usage logs, to act upon inappropriate usage of the Town of Pincher Creek's computer and network assets, and restrict access to resources at various times.
  - 2.2.6 Violations of the Internet policy, or guidelines established in support of this policy, are considered grounds for disciplinary action up to and including termination.
3. **Responsibilities**
- 3.1 **ADMINISTRATIVE ASSISTANT**
    - 3.1.1 To review all Internet and e-mail invoices and bring forward any invoices which are suspect to the attention of the SYSTEMS ADMINISTRATOR.
  - 3.2 **SYSTEMS ADMINISTRATOR**
    - 3.2.1 Upon notification by the Administration Assistant of any e-mail or Internet invoices which may be suspect, report any suspect invoices to the CHIEF ADMINISTRATIVE OFFICER.

- 3.2.2 Review and inspect from time to time Internet and e-mail usages as provided by the main computer system proxy logs.
- 3.2.3 Review all applications for software and hardware requests from all employees, determine if these applications will be compatible with existing software and hardware, and return all requests submitted within a period of no greater than 21 days unless further research or testing is needed to evaluate a product or process.
- 3.2.4 Provide recommendations to the CAO on the use of outside contractors and consultants.
- 3.2.5 Act as the central source of information for IT consultants and contractors. Administer the IT program as directed by the CAO.

3.3 **CHIEF ADMINISTRATIVE OFFICER**

- 3.3.1 Review e-mail or Internet invoices as presented by the SYSTEMS ADMINISTRATOR and take appropriate action, which may be termination of employment based on the severity of the offence.
- 3.3.2 Review and inspect from time to time Internet and e-mail usages as provided by the main computer system proxy logs.
- 3.3.3 Any employee who misuses the Internet or Email for purposes outside of his or her employment is subject to discipline which may include termination based on the severity of the offence.
- 3.3.4 Ensure that there is a zero tolerance for an employee receiving or sending child pornography over the Town's system.

4. **Exceptions**

- 4.1 Prior approval by the CHIEF ADMINISTRATIVE OFFICER may be granted to employees for specific requests and/or unusual circumstances.

5. **End of Policy**

**TOWN OF PINCHER CREEK**

**COMPUTER SOFTWARE  
AUTHORIZATION**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

REQUEST:     Hardware  
               Software  
               New  
               Replacement

**DESCRIPTION:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Physical Location to be Installed:** \_\_\_\_\_

\_\_\_\_\_

**Proposed Vendor:** \_\_\_\_\_

**Proposed Cost:** \_\_\_\_\_

**Proposed Start Date:** \_\_\_\_\_

**Signatures:**

\_\_\_\_\_

**Employee**

\_\_\_\_\_

**Supervisor**

\_\_\_\_\_

**Systems Administrator**

\_\_\_\_\_

**Town Manager**

**\*\* Please attach specifications of Hardware, Software etc.\*\***