

 <p>DISTRICT COUNCIL of TUMBY BAY</p>	<p><b>POLICY# 1.03</b></p> <p><b>Internet &amp; Email</b></p> <p><b>POLICY AREA</b></p> <p><b>Administration</b></p>	Version No:	1
		Issued:	Oct 2011
		Next Review:	Nov 2018

### **Aims & Objectives**

Internet access is provided to all Network Users within the Council as a tool to assist with business related information gathering and sharing and as an electronic communication and research tool.

The objective of this policy is to provide firm guidelines for Internet usage throughout the Council and clearly identify the roles and responsibilities of use.

Access usage covers the following applications:

- Email - Email is provided through Microsoft Outlook. All employees are allocated an Internet Email account, generally : -firstnameinitialsurname@tumbybay.sa.gov.au.
- Internet www Browsing - Internet Browsing is provided using Microsoft Internet Explorer or Google Chrome.

### **Scope**

This policy applies to all employees, contractors, consultants or any other person who is provided with a Network user account to access the Councils Computer Network.

### **Policy Detail**

#### **RESPONSIBILITIES OF THE COUNCIL**

Council will

- provide facilities to enable users who have a requirement to access Internet Services to do so.
- provide written instructions for employees utilising this facility detailing the steps to follow for general use.
- provide facilities to enable log files to be recorded for usage and forward or make available such information to Managers/Supervisors upon request.
- monitor system usage for performance issues.
- maintain and monitor system security for unauthorised access.
- remove access rights when no longer necessary or privileges are revoked.
- ensure virus protection software is installed and regularly updated on all computers accessing the network.
- Implement and manage all Internet related technology within the Council to ensure both logical and physical security. The Council may limit Internet access points to meet security or performance needs. The Council will also update and provide security measures accommodating new technologies as older technologies age and become antiquated, redundant or superseded.

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## **RESPONSIBILITIES OF USERS**

**General** - applies to all aspects of Internet Use.

All users will:

- Only use Internet Access for business purposes. Private use outside of business hours may be possible in direct consultation with your immediate supervisor or Manager and only on the provision that the employee responsibilities are strictly adhered to.
- Maintain business like conduct over the Internet.
- Protect the confidentiality and sensitivity of corporate information when using the Internet.
- Be aware that the Internet e-mail with attachments, from an unknown sender should be treated with suspicion.

### **Email**

All users will:

- Be aware that Email is not private and remains the property of the Council at all times and constitutes a legally enforceable communication.
- Be aware that it is possible for an unscrupulous “hacker” or other user to intercept and/or modify email sent via the Internet.
- Be aware that email sent or received may be recorded and provided to the immediate Supervisor, Manager, or Chief Executive Officer if requested.
- Be aware that information contained in attached email messages transported via the Internet is subject to the same restrictions as other forms of traditional correspondence or communication. E.g. Confidentiality.
- Adhere to the following Council policies, as their application is applicable to Internet Email.
  - Council Records Management Policy
  - Media Contact Policy
  - Computer Workstations Management Policy
- Security Of Data, Information Software, And Hardware - E-mails containing virus warnings to be forwarded to Help Desk so it can be checked to see if it is a hoax and not sent to all users.

### **Internet Web Access (Internet Explorer Program)**

All users will:

- Be aware that all Internet use is logged and sites visited will be provided on request to their Supervisor, Manager or the Chief Executive Officer..
- Ensure a screen saver password is applied to their computer to prevent anyone accessing the Internet through their user name in any absence.
- Not intentionally seek information which is either illegal by Australian Federal or State law, or could be deemed inappropriate by the Council for business use.
- Not intentionally seek information of explicit or graphic nature which portrays any material which may be considered of an offensive nature.
- Not intentionally, or by negligence, divulge to any person the password(s) associated with their login, or to allow others to use that login.
- Not attempt to gain access to another users account.
- Not upload or download copyright software or applications to the Internet or to a Council computer unless the user is specifically identified in a formal software

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licensing agreement or arrangements with the software owner or relevant approval from the Council is given.

- Not breach State or Federal laws or regulations on Equal Opportunity, Sexual Harassment, Copyright and Electronic Access in their use of the Internet.
- Not attempt to change configuration files or settings unless specifically authorised to do so.
- Report any faults, requests for configuration files or apparent misuse to the helpdesk.
- Comply with any directions on Internet or systems use from authorised staff or management.
- Not use the Corporate Internet for personal transactions, unless approved by their Supervisor or Manager.
- Ensure that any downloaded files are scanned for viruses.

### **RESPONSIBILITIES OF MANAGERS/SUPERVISORS**

Managers and Supervisors are to:

- ensure employees receive appropriate training on using the Internet.
- ensure awareness of the Internet policy and monitor compliance with the policy for all persons with Internet Access under their supervision.

### **Delegation:**

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**Strategic Link:**

**Delegation:**

**Documentation:** Nil

**Authority:** Adopted by Council: 10/10/2011 {Motion 19c/102011}  
Reviewed by Council: 10/11/2015 {Motion 7c/112015}

SIGNED: .....

Responsible Officer

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_