



Policy

Information Technology Usage	
Policy No. 150-101	Supersedes: Not Applicable
Effective Date: 2015-11-24	Approved by Council (Meeting Date) 2015-11-24

1.0 Purpose

This policy outlines the Town's requirements regarding acceptable Information Technology usage by municipal employees; such as personal computers, electronic mail, document management systems, internet-related systems, cell phones, voice mail, etc. and addresses confidentiality issues and the Town's ownership of all data files.

2.0 Scope

This policy applies to all Town employees and elected officials and any other authorized persons, who use Town of Wolffville information technology resources, including personal computers and peripherals.

3.0 References

- 3.1 Information Technology Usage Standard Operating Procedure 150-802

4.0 Definitions

- 4.1 **Employee.** For the purpose of this Policy, employee means both employees and elected officials.
- 4.2 **Official Use.** Official use means use for the Town of Wolffville purposes such as communication, service delivery, collaboration and other purposes within the scope of an employee's mandate.
- 4.3 **Personal Use.** Personal use means use by an employee for purposes unrelated to official use.

5.0 Policy

- 5.1 Town provided information technology, such as internet, email, computers, cell phones, etc. are considered Town resources and are intended to be used for business purposes only.
- 5.2 Personal use of systems is authorized within reasonable limits as long as it does not interfere with or conflict with business use. Employees are responsible for exercising good judgment regarding the reasonableness of personal use. Employees may be held accountable for abuse of personnel use of Town resources.



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- 5.3 Electronic mail accounts are provided for the express purpose of communicating business related information with other employees and business partners of the Town. All electronic communication is captured using an Electronic Mail Archive System that is accessible by Department Heads, IT staff and the Chief Administrative Officer.
- 5.4 All electronic documents which are created by or with the Town's computers or networks, including internet related systems, are records for the purposes of the Municipal Freedom of Information and Protection of Privacy Act and may be a public record for the purposes of this Act.

A handwritten signature in blue ink, appearing to read 'M. M. Maudin', is written above a horizontal line.

CAO

March 10, 2016

Date

Appendices:

- Appendix A – Information Technology User Agreement



Policy

Appendix A – Information Technology User Agreement

Employee utilizing municipal equipment must acknowledge by signing this document that they are aware of the Town’s Information Technology Policy as follows:

1. Internet access is provided for business purposes.
2. The employee may use municipal equipment to access the internet on their own time (break or lunch periods) for personal reasons, provided the employee at all times conducts him/herself in a manner that would be considered acceptable to the general public.
3. Under no circumstances may municipal computers or other electronic equipment be used to obtain or view any pornographic or unethical sites.
4. Employees are not permitted to conduct personal business using the Town’s email.
5. Any emails that discriminate against employees by virtue of a protected classification including race, gender, nationality, religion, etc. will be dealt with according to the Town’s *HR Workplace Harassment/ Discrimination Policy and SOP*.
6. The Town owns any communication sent via email or communication that is stored on Town servers. Management and other authorized staff have the right to access any material in your email or on your computer at any time. Do not consider your electronic communication, storage or access to be private if it is created or stored on Town owned computers or other electronic equipment.

This is to acknowledge that I have read and understand the Information Technology Policy of the Town of Wolfville.

Employee Name (Printed)

Employee Signature

Click to Add date
Date