



EMPLOYMENT POLICY MANUAL

Subject: Internet Use	Approval Date: June 17, 2013	By-Law No. 1785-13
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3.38 INTERNET USE

This article applies to Internet access when using the Municipality's hardware, software, and facilities, and when using IP addresses and domain names registered to the Municipality. Internet access at the Municipality is managed via individual user accounts and confidential passwords. With respect to account setup and network administration, unit managers are responsible for identifying and recommending Internet access levels for staff members in their department and for handing over that information to the IT department.

In the event that an employee terminates their employment with the Municipality for any reason, their Supervisor shall provide notification to the IT department immediately to ensure the removal of the former employee's access to email and internet resources.

Employees of the Municipality may use the Internet only to complete their job duties, under the purview of the Municipality's business objectives. Permissible, acceptable, and appropriate Internet-related work activities include:

1. Researching, accumulating, and disseminating any information related to the accomplishment of the user's assigned responsibilities, during working hours or overtime.
2. Collaborating and communicating with other employees, business partners, and customers of the Municipality, according to the individual's assigned job duties and responsibilities.
3. Conducting professional development activities (e.g. news groups, chat sessions, discussion groups, posting to bulletin boards, Web seminars, etc.) as they relate to meeting the user's job requirements. In instances where the personal opinions of the user are expressed, a disclaimer must be included asserting that such opinions are not necessarily those of the Municipality.
4. During personal time or working-from-home situations - Retrieving non-job-related information to develop or enhance Internet-related skills, under the assumption that these skills will be used to improve the accomplishment of job-related work duties and responsibilities.

Internet use at the Municipality shall comply with all Federal and Provincial laws, and will not violate of the Municipality's other policies. Inappropriate and unacceptable Internet use includes, but is not limited to:



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1. Usage for illegal purposes, such as theft, fraud, slander, libel, defamation of character, harassment (sexual and non-sexual), stalking, identity theft, online gambling, spreading viruses, spamming, impersonation, intimidation, and plagiarism/copyright infringement.
2. Any usage that conflicts with existing Municipality policies (e.g. bandwidth limitations, network storage, etc.) and/or any usage that conflicts with the Municipality's mission, goals, and reputation.
3. Copying, destroying, and altering any data, documentation, or other information that belongs to the Municipality or any other business entity without authorization.
4. Downloading unreasonably large files that may hinder network performance. All users shall use the Internet in such a way that they do not interfere with others' usage.
5. Accessing, downloading, or printing any content that exceeds the bounds of good taste and moral values (i.e. pornography). Any material discovered related to child pornography will be reported immediately to the Police.
6. Engaging in any other activity which would in any way bring discredit, disrepute, or litigation upon the Municipality.
7. Engaging in personal online commercial activities, including offering services or products for sale or soliciting services or products from online providers.
8. Engaging in any activity that could compromise the security of the Municipality host servers or computers. Any and all passwords shall not be disclosed to, or shared with, other users.
9. Engaging in any fundraising activity, endorsing any products or services, or participating in any political activity, unless authorized to do so as part of completing one's assigned job duties and responsibilities.
10. Any individual Internet usage that violates any of the policies of the accessed information's source network.
11. Allowing unauthorized or third parties to access the Municipality network and resources.