

<i>The Town of Fort Frances</i>	<b>SECTION</b> HUMAN RESOURCES
<b><u>INTERNET/EMAIL ACCEPTABLE USE</u></b>  <b><u>POLICY</u></b>	<b>NEW:</b> April 2007
Resolution No. 150 (Consent) 04/07	Supercedes Resolution No.
Policy Number 3.20	<b>PAGE 1 of 4</b>

### **I. POLICY SCOPE**

This “Internet and Electronic Mail Use Policy” applies to all Town of Fort Frances (hereinafter “Town:”) employees, guests and third-parties (hereinafter “Users”) whose access to or use of Internet and email resources is provided by the Town of Fort Frances or available through equipment owned or leased by the Town of Fort Frances, whether or not that access is during normal working hours and whether such access is from the Town of Fort Frances’s premises or elsewhere.

### **II. POLICY PURPOSE**

This Policy is to establish guidelines and minimum requirements governing the acceptable use of the Town’s Internet and electronic mail (Internet and email) resources.

By the Town establishing and maintaining compliance with this policy, the benefits of these communication tools can be realized while the risks and costs are mitigated. The objectives of this Policy are to ensure that:

- Use of the Town’s email and Internet resources are related to, or for the benefit of the Town;
- Users understand that email messages and documents may be subject to the same laws, regulations, policies and other requirements as information communicated in other written forms and formats;
- Disruptions to the Town’s activities from inappropriate use of the Town’s email and Internet services are avoided; and
- Users are provided guidelines describing their personal responsibilities regarding confidentiality, privacy and acceptable use of the Town’s Internet and email as defined by this Policy.

### **III. PRINCIPLES OF ACCEPTABLE USE**

As with any resource provided by the Town, Internet and email resources should be dedicated to legitimate Town business activities and governed by rules of conduct similar to those applicable to the use of other information technology resources. The use of Internet and email resources imposes certain responsibilities and obligations on all Users and is subject to the Town’s policies and procedures and all provincial and federal laws.

Acceptable use must be legal and ethical. Acceptable use demonstrates respect for intellectual property, ownership of information, network system security mechanisms, and individuals' rights to privacy and freedom from intimidation, harassment, and unwarranted annoyance. Furthermore, the nature of email raises expectations for a timely response — all Users are urged to read and respond to all email in a prompt and courteous manner.

All Internet and email use shall:

- Respect and uphold the law, including provincial and federal laws and regulations and the laws of other jurisdictions;
- Comply with the Town's stated policies, procedures and standards;
- Be courteous and follow accepted standards of etiquette;
- Protect others' privacy and confidentiality;
- Reflect responsible use of email and Internet resources and;
- Use information technology resources efficiently and productively.

#### **IV. ACCEPTABLE AND UNACCEPTABLE ACTIVITIES**

Acceptable Internet and email activities are those that conform to the purpose, goals, and mission of the Town and to each User's job duties and/or responsibilities. The following list, although not exhaustive, provides examples of *unacceptable* uses:

- Engaging in any illegal activity or using the Town's resources for any illegal purpose;
- Knowingly disseminating harassing, abusive, malicious, sexually explicit, threatening or illegal information, including jokes or cartoons;
- Using the Town's resources for purposes unrelated to the Town of Fort Frances's business activities, such as personal commercial use, advertisements, solicitations or promotions;
- Using the Town's resources to send messages expressing controversial, potentially offensive and/or defamatory comments of individuals, bodies corporate or groups including, but not limited to, religion, politics and social policies;
- Downloading or using the material, software or other intellectual property of others in violation of software licenses, copyright and trademark laws;
- Disclosing any passwords or security means and methods adopted by the Town;
- Allowing unauthorized persons to use the Town's computers or access the Town's network resources
- Attempting to circumvent any security measures put in place by the Town including attempting any unauthorized access to any data or information that is protected by passwords or other security measures
- Downloading or using any software not approved for use by the Town;
- Connecting any unauthorized equipment to the Town's network;

- Accessing any “chat” sessions including but not limited to MSN Messenger, ICQ, IM, etc.

Users may use the Town of Fort Frances’s Internet and email resources for incidental and occasional personal use, subject to the approval of the employee’s supervisor, provided that such use is reasonable in duration and is permitted, does not result in increased costs to the Town of Fort Frances and complies with this Policy, in particular Section V (Other Use).

Furthermore, Users must recognize that electronic correspondence is not inherently private, that messages could be misdirected and that the Town takes no responsibility resulting from the disclosure of private communications occurring over the Town of Fort Frances’s resources. Furthermore, the Town of Fort Frances retains the right to monitor any and all electronic communications and use of the Internet to ensure the integrity of the system and compliance with this Policy and to disclose when required or appropriate.

Furthermore, use of Internet and email resources may be subject to limitations as determined from time to time by the Town’s supervising authority. Users are advised to remove themselves from email and Internet lists not dealing with work-related topics.

## **V. OTHER USE**

All use of the Town’s Internet and email resources for commercial purposes unrelated to the Town or for non-commercial, charitable or not-for-profit uses must first be approved in writing. Any such use must comply with this Policy.

## **VI. PRIVACY CONSIDERATIONS**

Files in Users’ accounts and data on the network are regarded as personal: that is, the Town does not routinely monitor this information. However, the Town reserves the right to view or scan any file, email or software stored on the Town’s systems or transmitted over the Town’s networks and may do so periodically to verify that software and hardware are working correctly, to look for particular kinds of data or software (such as computer viruses or unauthorized software), or to audit the use of the Town’s resources. Potential violations of this Policy that come to the Town’s attention during these and other activities may be acted upon.

Users must not send email messages containing unusually sensitive information over the Internet using any other method than the installed Lotus Notes email system. Furthermore, the Town of Fort Frances must be provided with a copy of all passwords and/or private keys needed to decrypt the communications and install software.

## **VII. SANCTIONS**

Potential violations of this Policy may result in suspension of the User’s access to the Town’s Internet and email resources, followed by review of any costs and/or charges incurred by the Town.

Violations of this Policy may subject Users to the loss of Internet and email privileges and may result in disciplinary action, including termination.

Illegal acts involving the Town’s Internet and email resources may also subject violators to prosecution by local, provincial, and/or federal authorities. Suspected law violations may be referred to police agencies. The Town may seek legal action against any violators, including damages, indemnification and costs.