



## BIG LAKES COUNTY POLICY

<b>TITLE: Internet and Email Usage Policy</b>	
<b>POLICY NUMBER: Admin-20</b> (Formerly Admin-20 and Admin-47)	
<b>LEGAL AUTHORITY:</b>	
<b>APPROVED BY COUNCIL:</b>	
<b>EFFECTIVE DATE: August 22, 2018</b>	<b>REVISED DATE:</b>

### Policy Statement

Big Lakes County is committed to the use of technology to provide better service to its residents. This requires the use of telephone, email, and internet capabilities that permit staff and Council to link to their desktops, access the internet, and communicate with those outside the workplace in various ways. As these capabilities extend beyond the limitations of the workplace, the County wishes to govern the appropriate use of these corporate systems and to develop a schedule to reimburse staff for the corporate use of their personal cellular telephones.

### Policy

#### **General Provision**

1. The computer network, telephone lines and cell phones are the property of Big Lakes County and are to be used for legitimate business purposes only. Users are provided access to these systems to assist them in the performance of their jobs. All users have a responsibility to use the telephone and computer resources and the Internet in a professional, lawful, and ethical manner. Abuse of these systems may result in disciplinary action, up to and including termination.

#### **County Cellular Telephone or Reimbursed Use of a Personal Cellular Phone**

2.
  - a) When the type of work being done dictates that an employee must be available by cell during work hours and after hours, a County cellular telephone and appropriate plan will be provided to the employee.
  - b) If the employee chooses to continue with the use of their personal cellular phone rather than carry two phones, the County may reimburse them at a rate based on an equal cost to the County of providing a phone.
  - c) If the employees are to use the telephone only for after hours on call or texting requirements - \$50.00 per month will be reimbursed.



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- d) Employees, at a Director's classification, may routinely need to be out of the office but still available by telephone; the CAO may approve the reimbursement for use of a personal cellular telephone at \$100.00 dollars per month.

### Network Administration

#### Monitoring of Computer and Internet Usage

3. Big Lakes County has the right to monitor and log any and all aspects of its computer system, including, but not limited to, monitoring internet sites visited by users, monitoring chat and newsgroups, monitoring file downloads, and all communications sent and received by users.

#### Blocking Sites with Inappropriate Content

4. Big Lakes County has the right to utilize software that makes it possible to identify and block access to internet sites containing sexually explicit or other material deemed inappropriate in the workplace.

#### User IDs

5. Access to the County computer network requires users to enter individualized login information. This system is in place for the security of both users as well as the County. Employees are expected to ensure that their login information remains confidential.
6. The system administrator shall retain a list which details users as well as user login information. This list will be kept only for network maintenance and monitoring purposes. The system administrator shall ensure that this listing is kept in a secure location and shall not share this information with any unauthorized individual.

### Email

7.
  - a) Incidental and occasional use of email is permitted, but such messages will be treated no differently from other messages. Employees should be aware that any personal email message can be retrieved by the County, even though it has been deleted from the user's inbox.
  - b) Employees should assume that any email message sent will be made public and thus should draft messages accordingly.
  - c) All messages on County electronic mail systems are the property of the County.
  - d) Inappropriate email messages can give rise to claims of discrimination, harassment, defamation, and copyright infringement. Under no circumstances shall any employee use the email system for messages that





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are or could be reasonably considered offensive to another on the basis of race, sex, age, sexual orientation, or disability.

- e) Solicitation of funds, political messages, and harassing emails are prohibited.
- f) Use of the County's email system for personal businesses is prohibited.
- g) The County may access email messages within the County's email system of all individuals covered by this policy for any purpose not specifically prohibited by law. If practicable, the employee will be notified in advance of such access. Where advanced notice is not practical, the employee will receive notice within a reasonable time thereafter of the date of access, the purpose of access, and the identity of the person(s) who accessed the information, and the information obtained.
- h) No computer system is completely secure. The email system is not intended to transmit sensitive materials such as personnel decisions, legal opinions, and other similar information which may be more appropriately communicated by written memorandum or personal conversation.

### Acceptable Use

- 8. The system is provided for users to conduct business on behalf of the County. This includes production of reports, email communications, Internet usage, telephone usage, texting, etc.
- 9. Users must comply with all Federal and Provincial legislation and must not violate any other policies of the County when using the system, specifically **Staff Use—Facilities/Equipment/Supplies** (Admin-11).

### Prohibited Use

- 10. Prohibited use of the system includes, but is not limited to, the following items. The user may not use the system to:
  - a) Download applications or software unless there is an explicit business-related purpose for the material and may do so only after appropriate approvals have been obtained. All software must only be used under the terms of license;
  - b) Upload any software licensed to the County or data owned or licensed by the County without authorization from the manager responsible for the software or data.
  - c) Access unauthorized data or resources;
  - d) Send or forward chain letters, junk or spam mail;
  - e) Personally profit from any personal or commercial activity;
  - f) Transmit copyrighted, confidential or protected information to unauthorized users or the public;
  - g) Deliberately propagate any virus program;
  - h) Defame, libel, harass, threaten, or offend others;



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- i) Intentionally disable, defeat or circumvent any network security measures;
- j) Download, transmit, display, archive, edit or record material that is illegal, profane, racist or libelous;
- k) Defame or compromise the integrity of the County.

### Personal Use


11. Occasional limited appropriate personal use of the computer network and telephone systems are permitted if such use does not:
- a) Interfere with the user's or any other employee's job performance;
  - b) Have an undue effect on the performance of the networks;
  - c) Violate any other policies, provisions, guidelines, or standards of this policy or any other of the County or otherwise compromise the security of Big Lakes County IT Resources or County's Information; or
  - d) Result in personal financial gain.
12. Further, **at all times**, users are responsible for the professional, ethical, and lawful use of the computer and telephone systems. Personal use of the computer is a privilege that may be revoked at any time.

### Expectation of Privacy

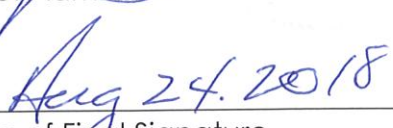
13. Employees should have no expectation of privacy in anything they create, store, send, or receive using the Big Lakes County computer and telephone equipment.

### Notification of Employees

14. It is the responsibility of each department head to ensure that all employees with access to internet, telephone, and email systems are made aware of the provisions contained within this policy.

  
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Reeve

  
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Chief Administrative Officer

  
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Date of Final Signature