



TITLE: Internet Usage Guidelines

POLICY STATEMENT:

The use of information technology within our organization provides us with the tools that permit us to function in an ever increasingly effective and efficient manner. While we have been alert to keep pace with advances in technology and to upgrade our software and hardware regularly, we have not spent enough time thinking about the ways that we make use of that technology.

In what is becoming an increasing problem in many organizations, but as yet has not been identified as a problem with our organization, is the manner in which staff utilizes this technology and in particular access to the Internet.

POLICY OBJECTIVES:

In the absence of any current and specific criteria in this regard, and to ensure it does not become a problem for us at any time in the future, some basic **Guidelines** have been developed to provide the parameters as to the limits and expectations of staff in using the tools with which they are provided.

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PURPOSE OF GUIDELINES:

The Internet Usage Guidelines are considered to be very important and each member of our organization is expected to be completely and totally familiar with them.

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1.0 POLICY GUIDELINES

This will be the standard by which we will now govern ourselves. These are the standards by which I expect each of us to abide.

2.0 POLICY PROCEDURES

Information Technology Usage Guidelines

o Facts About our System

- Any items stored on the Town systems are the property of the Town of Slave Lake and are subject to review under the direction of the Town Manager.
- Messages, history logs, files, and software applications are NOT private. Under many circumstances, it may be necessary to view this information.
- The cost of using the system is substantially nil. Transferring, viewing or accessing information does not increase the cost to the Town.

Use of the Town's Internet system and internal networks including e-mail, web pages, file transfers, and any other services should be done under the following guidelines:

2.02 DO

...use exchange folders for posting various "non-critical" business information notifications including employee items for sale, absences, items wanted, humour, etc.

... follow the rules of etiquette and copyright.

...use good judgment when accessing or distributing information. Remember, logs and files are maintained.

... use the Town system to learn about how to use these technologies and research work-related information. You may use the Town system to follow your own interest, on your own time. However, remember that we are a public institution and are subject to public scrutiny.

2.03 DON'T

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... use the Town system for any private sector promotion, notifications, or updates unless it is specifically related to the business of the Town of Slave Lake.

... use the system for any illegal activity.

... use the system for any personal gain.

... use the system for anything that would be embarrassing or detrimental to the image of the Town if it were to become public. (Under the new FOIP legislation, these records are easily accessible.)

... forward nuisance e-mails, like virus warnings, to EVERYONE. Send them to the Information Systems Coordinator for authentication. Remember, there are a lot of hoaxes being sent.