



CITY OF QUESNEL

E-MAIL, INTERNET AND COMPUTER USAGE POLICY

ISSUED: October 2014
PREPARED BY: Director of Corporate and Financial Services

AUTHORIZED BY:

1. POLICY PURPOSE

This policy defines the appropriate use of technology resources that are owned by the City of Quesnel and provided for employee use or tech resources not owned by the City but access the City systems.

2. APPLICABILITY

This policy applies to anyone who uses City technology resources, including employees, temporary employees, elected officials, contractors, vendors and all others.

3. POLICY

3.01 City Resources are for City Business:

City-owned technology resources shall serve the business needs of the City of Quesnel. Ownership of all files which are developed or modified by employees in the course of their employment belongs to, and is retained by, the City of Quesnel. If an employee leaves their employment with the City, they may not delete, password protect, or in any way hinder the City's future use of these computer files.

3.02 Confidentiality:

City held data files may not be disclosed without a business need, or public disclosure request under the terms of Freedom of Information and Protection to Persons (FOIPPA). Any personal information collected by the City must only be used for the reason it was collected, any other use must be authorized by the FOIPPA Head.

3.03 Limited Personal Use:

City owned technology resources may be used for personal purposes on a limited basis, providing the following requirements are met:

- No cost to the City
- Personal costs must be reimbursed
- No interference with work responsibilities
- No disruption to the workplace
- Does not violate section 3.05

3.04 Personal Data:

City network resources must not be used to store personal data files, such as pictures, music or video. Personal data files may be stored on the c: drive of the employees main workstation if space allows. The IT Department is not responsible for backing up, transferring or securing personal data files.

3.05 Specific Prohibitions and Limitations:

City policies regarding acceptable behavior and communication will apply to use of the internet and messaging. Specifically prohibited use includes but is not limited to:

- Conducting a private business;
- Political campaigning
- Accessing sites which promote exclusivity, hatred, or positions which are contrary to the City's policy of embracing cultural diversity;
- Accessing inappropriate sites including adult content, on-line gambling, and dating services;
- Accessing sites that promote illegal activity, copyright violation, or activity that violates the City's ethical standards;
- Using the internet to obtain or disseminate language or material which would normally be prohibited in the workplace;
- Using encryption technology that has not been approved for use by the City IT Department.
- The use of personally owned technology for conducting City business, where official City records are created but not maintained by the City;
- Installing any software that has not been approved by the City IT Department;
- Installing any hardware that has not been approved by the City IT Department
- Sharing or storing any unlicensed software, audio, or video files;
- Using security exploit tools (hacking) to attempt to elevate user privileges or obtain/access unauthorized resources;
- Accessing sites that distribute computer security exploits (hacking sites)
- Broadcasting email to large numbers of residents unless the list members are hidden through the use of the BCC field;
- Using a city email address when posting to public forums e.g. blogs, social media sites, wikis, and discussion lists for personal use;
- The use or installation of unauthorized instant messaging Using unauthorized peer to peer networking, VOIP software

- Sharing email, network or related electronic communications passwords

3.06 Expectation of privacy:

The City of Quesnel reserves the right to monitor and log any and all computer technology usage. No employee should have any expectation of privacy as to his or her computer technology usage. The City reserves the right to access and inspect any and all files stored in private areas of the network, in order to ensure compliance with this policy. The organization will monitor electronic communications on a periodic basis, checking for breached system security, violations of law, or infringement of City rules or policies. Such monitoring may occur electronically or manually with or without the knowledge of the affected personnel.

3.07 Third Party Access:

The City's network and devices are not to be made available for use by third parties (including suppliers, customers, consultants, or the general public) without authorization from an appropriate authority.

4. RESPONSIBILITIES

4.01 Employee Responsibilities

- Monitor personal use of the internet, messaging, and other applications, to ensure that the City of Quesnel is being appropriately served.
- Adhere to City standards as discussed in the policy language above.
- Read and adhere to relevant policies (Code of Conduct, Mobile IT Device Policy, Bullying and Harassment Policy, etc.).
- Obtain authorization from their supervisor before incurring charges.
- Ensure devices and logon sessions are secure when left unattended.

4.02 Management Responsibilities

- Support technology to enforce this policy, to ensure that the primary purpose of that use is to meet City of Quesnel business needs, and that relevant City standards are met.

5. POLICY ENFORCEMENT

In order to safeguard City resources, violators of this policy may be denied access to City computing and network resources and may be subject to other disciplinary action within and outside the City. Violations of this policy will be handled in accordance with the City of Quesnel's established disciplinary procedures. If violations of this policy are discovered that are of an illegal nature, the City will notify appropriate authorities. The City reserves the right to pursue appropriate

legal actions to recover any financial losses suffered as a result of violations of this policy.

The City may temporarily suspend, block or restrict access to computing resources and accounts, independent of such procedures, when it reasonably appears necessary to do so in order to protect the integrity, confidentiality, or availability of City computing and network resources, or to protect the City from liability.

6. EXCEPTION PROCESS

Exceptions to this policy will be requested in writing, and the request will be escalated to the FOIPPA Head, the Director of Corporate and Financial Services, and the IT Department. By signing below I confirm that I have read the City of Quesnel "E-mail, Internet and Computer Usage Policy". I understand and agree to abide by all the terms and conditions of this policy.

Employee

Date

Name (please print) _____