

# Information Technology Use – Elected Members Policy

## 1. Background

Town of Cottesloe information technology (IT) resources provided to elected members must be used appropriately in order to keep governance costs down and effectiveness levels up.

## 2. Principles

To provide clear guidelines and conditions governing the use by elected members of all IT facilities (including computers, computer peripherals, voice mail, software, facsimile machines, fixed and mobile telephones, and any other equipment related to the storage and/or distribution of electronic data) provided by the Town of Cottesloe.

## 3. Policy

### 3.1 General Use

- a. All elected members using IT facilities provided by the Town of Cottesloe must sign and date a copy of this policy as an acceptance of the terms and conditions described in this policy.
- b. The Town of Cottesloe reserves the right, without notice, to modify, upgrade, withdraw, or otherwise alter any IT facilities provided.
- c. The Town of Cottesloe has ownership of all files and email messages stored on Town of Cottesloe computers and reserves the right to examine all computer data and software on its facilities and to monitor usage in order to ensure compliance with this policy.
- d. As resources are finite, elected members must respect the resource limitations of the IT facilities provided.
- e. Any IT facilities provided to elected members are to be used primarily for Council business purposes while recognizing that it may be unreasonable to expect absolute separation of business, private and Council related activities.
- f. The Town of Cottesloe will not be responsible for meeting any costs resulting from either the misuse of facilities, or the use of facilities for non-Council related purposes.
- g. The Town of Cottesloe only supports IT facilities provided for Council purposes. Hardware, software, operating systems and networking protocols not in use at, or provided by, the Town of Cottesloe are not supported.

### **3.2 Installing Unauthorised Software or Files**

- a. Elected members must not purchase, install, copy or use any software without prior consultation with the Information Systems Manager.
- b. The use of any files that are subject to copyright regulations that have not been authorised in writing for use by the copyright owner are not permitted to be used on Town of Cottesloe IT facilities.
- c. The installation and use of third party 'screen savers' is not permitted.

### **3.3 Access to Computer Facilities**

- a. Elected members may not use any of the IT facilities provided by the Town of Cottesloe in such a way as to reflect poorly upon the Town of Cottesloe either in part or as a whole.
- b. Elected members may not use any of the facilities provided to them by the Town of Cottesloe in such a way as to achieve personal gain or income.
- c. Where the use of any IT facility is governed by a password then the password must not be inappropriately divulged to any other person.
- d. Passwords should be changed at least every two months and should be at least five characters long and a combination of alphabetical and numerical characters that is not easy for another person to guess.
- e. Elected members must take every reasonable precaution to ensure that their passwords, accounts, software and data are adequately protected.
- f. Any computer account or facility allocated to an elected member is for their exclusive use. Elected members must not allow another person to use it without appropriate authorisation from the Information Systems Manager.
- g. Elected members will comply with any directive (verbal, written or electronic) from the Information Systems Manager relating to access to IT facilities.
- h. Elected members must treat IT facilities with respect. Any wilful damage sustained to IT facilities will result in the costs of repair being sought from the user of the equipment. Any damage sustained to equipment as a result of neglect may result in the costs of repair or replacement being sought from the user of the equipment.
- i. Food and beverages should not be consumed in close proximity to IT equipment.
- j. The Information Systems Manager reserves the right to perform system maintenance tasks outside and during regular working hours.

### **3.4 Security**

- a. Regardless of the prevailing security, or lack of security, elected members shall not access any data or software except data or software that belongs to the user, has been provided for their use, or is stored on a shared medium for which they have been granted access.

- b. Elected members must not attempt to rename, delete, or modify the data of another user without prior authorisation from the Information Systems Manager, except in the following circumstances:
  - i. For data or files stored on a shared network facility or transferred in/out via a shared network facility.
  - ii. Under direction of their supervising officer(s) to amend data or files stored in a personal directory.
- c. Anti-virus software protection is provided at both server and laptop computer level. If a user suspects that their computer has become infected with a virus (or similar) it should be reported immediately to the Information Systems Manager.
- d. Elected members are encouraged to log out of their computer when they are not in use. If elected members are aware that they are going to be away from their computer for a period of at least thirty minutes, then they should log out of the computer.
- e. Elected members must report to the Information Systems Manager, without delay, any breaches (either real or perceived) of security.

### **3.5 Software Copyright/Licence Regulations**

- a. Under Australian law all software is copyright by the author whether it explicitly contains a copyright notice or not. Elected members must be aware of, and abide by, the relevant provisions of the Copyright Act as they apply to computer software including the following:
  - i. Computer facilities provided by the Town of Cottesloe must not be used to make illegal copies of software or copyrighted material.
  - ii. Elected members must comply with the conditions of the software license.
  - iii. Illegal software must not be installed on Town of Cottesloe computer systems.

### **3.6 Internet Browsing**

- a. Internet Elected members must be aware that their use of the medium may be monitored and as such all use of Internet browsing facilities must be for Council purposes only. For example, sites including, but not limited to, those of the following nature must not be accessed:
  - Games
  - Sports
  - Personal Shopping / Auctions
  - Share Trading
  - Entertainment
  - Adult Entertainment
  - Pornography
  - Personal Internet email (such as Hot Mail or Yahoo)
  - Personal Newsgroups
  - Chat Rooms / Channels.

- b. Internet users should not download large files (in excess of ten megabytes) unless absolutely necessary.
- c. The Town of Cottesloe will not be responsible for any unauthorised financial obligations arising through the use or misuse of the Internet.

### **3.7 Provision of Email Services**

- a. Elected members will be provided with an email address (where a need is identified) and will be able to send and receive email correspondence.
- b. The email address for elected members may identify the user as belonging to the Town of Cottesloe. Elected members should communicate via electronic mail as they would in a public forum and in a manner consistent with the Code of Conduct.
- c. Elected members must not post chain letters or engage in 'spamming'. Spamming is the sending of an annoying or unnecessary (for example, non-business related) message to a large number of recipients.
- d. If you receive a virus warning by email it should be forwarded to the Information Systems Manager so that its authenticity can be determined. Virus warnings will be issued by the Information Systems Manager. Warnings should not be forwarded to any other email user unless authorised by the Information Systems Manager.
- e. Elected members should check their email frequently, delete any unnecessary messages promptly and manage their email files wisely.
- f. Elected members should not use obscene, profane, lewd, inflammatory or threatening language.
- g. Elected members must not make or engage in personal, prejudicial, slanderous, libelous or discriminatory attacks, remarks, statements or messages.
- h. Elected members must not harass other persons. Harassment is acting in a manner that distresses or annoys another person.
- i. Elected members must not knowingly or recklessly post false or defamatory information about a person or organisation.
- j. If you receive or continue to receive email of a nature that does not comply with this policy, or includes non-business related file attachments such as, but not limited to, sound files, games, presentations, images or movie clips, the sender of the message(s) should be instructed to stop sending them immediately and the messages deleted. The sending (or forwarding) of such non-business related email attachments is not permitted.
- k. The use of real-time messaging services such as ICQ or MSN Messenger is not permitted.

### **3.8 Disciplinary Measures**

Any breach of this policy may lead to the use of IT facilities being withdrawn.

Adopted	August 2009
Expected date of review	

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by

\_\_\_\_\_  
(Elected Member)