

Use of Network, Email and Internet Facilities

PURPOSE

To ensure that Moira Shire Council's computer network, email and internet facilities are secure and used in a responsible, ethical and legal manner at all times.

SCOPE

This policy applies to all users who access Council's computer network, internet or email through any computer, software or account that is provided or paid for by Council.

POLICY

- Council will take measures to protect its network, email and internet facilities from inappropriate use.
- Access to Council's computer network, email and internet facilities is only available to Council employees, contractors and Councillors, subject to approval from the Chief Executive Officer, relevant director or responsible manager.
- Access is also conditional upon signing and acceptance of the "Access to Network, Email and Internet Agreement" which covers obligations and expectations of a user and indicates that disciplinary action and or punitive measures may be taken for any breach.
- The contents of the "Access to Network, Email and Internet Agreement" shall be approved by the Director Corporate Governance and monitored to keep abreast of the continual developments in information technology.
- All email accounts and their contents are the sole property of Moira Shire Council.

RELATED POLICIES

Council Policy Protocol

RELATED LEGISLATION

Local Government Act 1989
Information Privacy Act 2000

REFERENCES

Moira Shire Council:

- *Access to Network, Email and Internet Agreement*
- *Employee Code of Conduct/Ethical Behaviour*
- *Councillor Code of Conduct*
- *Human Resources Manual*

REVIEW

This policy will be reviewed two years from the date of adoption, with operational amendments as required in accordance with Council's approval.

Warning: Do not print and **store** a hard copy of this policy. Intranet or Policy Register version should always be used to ensure policy is the latest version.