
Procedure Title: Acceptable Technology Use
Policy: 1900-11
Adopted: February 24, 2010
Amended:



POLICY STATEMENT:

The purpose of this policy to ensure employees are aware of the expectations for appropriate use of the municipality's computers, cell phones and other electrical/electronic devices when granted access.

All Staff Employed by the Village of Mannville must read and understand this policy and sign the Acceptable Technology Use Agreement (as annexed) to be granted access to technology at the Village Office. This applies to computer use, cell phone use, electronic devices, etc.

GUIDELINES AND PROCEDURES:

All technology, electronic means otherwise connected to or with access to the Village of Mannvilles server or other form of information, either directly or through wireless connectivity, shall be for the exclusive use of Village employees - without exception.

1. Only sign on as yourself. Due diligence must be maintained in this regard.
2. Absolutely no downloading or installing of any software will be permitted unless the CAO and in their absence, Village Council, is fully aware of the application and its validity to the Village of Mannville operations.
3. Absolutely no downloading of music, or streaming music or video, no matter how small or large it is.
4. Only the Village of Mannville email service will be permitted. This means hotmail, yahoo mail, gmail, are not allowed.
5. No chat service (i.e. – msn messenger) is permitted for personal use.
6. Any abusive email, garbage email, unacceptable file names, unacceptable pictures or unacceptable sounds are contrary to this policy.

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7. The technology user is accountable at all times for the responsible use of their computer, cell phone or another electronic device. The network administrator has access to all user accounts including email, and random checks of accounts could be made.

8. The Village will not permit any illegal activities, including but not limited to:
 - Violation of privacy
 - Violation of any local, provincial, federal or international law
 - Using the computer for financial gain or commercial activities

9. If you receive inappropriate messages, inform your Supervisor immediately.

10. Do not attempt to gain unauthorized access to our system or any other system.

11. Any violation of the above may constitute a criminal offense, in which case access may be revoked, disciplinary action may occur, up to and including termination for just cause. The Village of Mannville may take legal action in order to protect their interests.