

## **PART 9 INFORMATION TECHNOLOGY**

### **9.1 Internet & Communication Device Usage Policy**

#### **Applicability**

This Policy applies to all employees and users of the Village of Greenwood's internet, electronic network, landlines, social media and mobile wireless devices.

#### **Definitions**

1. In this Policy:
  - a. "electronic network" means a group of computer devices that can communicate with each other, including the internet or a private or public network;
  - b. "Network Administrator" means the Clerk-Treasurer of the Village of Greenwood;
  - c. "software" means the entire set of programs, procedures and related documentation associated with a system;
  - d. "landline" means a telephone service that relies on a physical wire (copper or fibre) to connect a phone to a network;
  - e. "social media" means pages and accounts under the Village of Greenwood name;
  - f. "mobile wireless device" means a cellular telephone, smart phone, laptop, tablet or any other communication device designed to accept and transfer data with an integrated capability for utilizing wireless telecommunication services;
  - g. "user" means a Commissioner or an employee of the Village of Greenwood or another individual who is authorized to use the Village's network or systems.

#### **Usage of Network and Systems**

Users are permitted to use the Village of Greenwood's network and above-mentioned systems for reasonable personal use to take care of occasional personal matters during working hours such as banking, communicating with family, and accessing news or other approved information sources.

The Village of Greenwood's network, devices and social media account shall not be used to show favor of any group, organization, or political parties.

Users of the Village of Greenwood's network must ensure they maintain the highest ethical standards and values in all uses.

#### **Internet Usage**

Users shall not access the following categories of websites while using the Village of Greenwood's network or related systems and devices;

- a. file sharing and piracy sites;
- b. sites that promote, foster, or perpetuate discrimination on the basis of race, creed, colour, age, religion, gender, marital status, physical or mental disability, or sexual orientation;
- c. sexual content and sites that link to sexual content;

- d. sites that are illegal or promote illegal activity contrary to the laws of Canada or Province of Nova Scotia; and
- e. any other material that would reasonably be considered offensive or inconsistent with the employment relationship except for the purpose of conducting the business of the Village of Greenwood

A user who accidentally connects to a website described above 5 must immediately disconnect from the site and notify the Network Administrator of the incident.

### **Safety and Security**

Users shall not make changes to or disable software which has been installed on the Village of Greenwood's network or devices for the purpose of:

- a. protection of the user and the Village's privacy and security; or
- b. protection of the network and system of the Village against viruses and malicious software.

Users shall not download and install software on the Village's systems without the approval of the Network Administrator.

### **Personal Accountability**

A user shall not share or divulge any username or password issued to the user by the Village for the purpose of providing access to the internet resources of the Village.

A user of the Village's network and system shall identify themselves honestly, accurately, and completely when participating in all forms of electronic communication (e.g., email) and when participating in other interactive internet-based activities (e.g., social media).

### **Discipline**

Any contravention of this Policy may result in discipline by the Village including, but not limited to confiscation of equipment of the Village, and disciplinary action up to and including termination of employment.