

VILLAGE OF EMPRESS

Title: Internet Acceptable Use Policy Policy Number: 12-12

Effective Date: November 2018 Review Date:

Internet Acceptable Usage Policy

Intent

The Village of Empress provides employees access to the vast information resources of the Internet with the intention of increasing productivity. While Internet access has the potential to help you do your job faster or smarter, there is justifiable concern that it can also be misused. Such misuse can waste time and potentially violate laws, ordinances, or other Village policies. This Internet usage policy is designed to help you understand the expectations for the use of these resources.

It is also the purpose of this policy to protect corporate resources, protect employee safety, manage risk of viruses, and help minimize corporate liability.

Scope

This policy governs all Village of Empress employees (FTEs, PTEs, contractors, freelance workers, etc.) and volunteers who use company- or personally-owned computer devices for the purpose of conducting Village of Empress business and operations. Village of Empress reserves the right to revoke internet privileges at any time should it deem necessary to do so.

Village of Empress's CAO has sole discretion over the distribution, configuration, and security measures of computer and internet access and related technology. If any non-approved devices, program installation, or usage of such technology is discovered, the CAO reserves the right to remove and/or deactivate them immediately.

Definition

Computer - includes any electronic device provided by the University, or connected to its networks, which is capable of accessing the internet.

Internet usage - for the purpose of this policy internet usage includes accessing websites, email, peer to peer networking and data sharing and "internet" has a corresponding meaning.

Inappropriate material - is material which could reasonably be described as unsuitable or offensive having regard to the nature of the particular workplace and includes material which is pornographic or is otherwise objectionable

Guidelines

Village Internet access is provided to employees for the purposes of study, research, service and other activities, which, must be for purpose of conducting official business or in support of the Village's mission.

Each Village employee using the Village's Internet access shall identify themselves honestly, accurately, and completely when corresponding or participating in online activities.

- Village Internet facilities and computing resources must not be used to knowingly violate the laws and regulations of Canada or any other nation, or the laws and regulations of any province, or local jurisdiction in any material way.
- Employees have no right of ownership or expectation of personal privacy as to their Village Internet usage. It is possible to monitor Internet usage, and the Village reserves the right to inspect any and all network traffic and files stored on Village resources.
- The Village reserves the right, without notice, to limit or restrict any employee's Internet usage.
- Offensive content may not be accessed, displayed, archived, stored, distributed, edited, or recorded using Village network, printing, or computing resources. Offensive content includes, but is not limited to, pornography, sexual comments or images, profanity, racial slurs, gender-specific comments, or any content that can reasonably offend someone on the basis of sex, race, color, religion, national origin, age, sexual orientation, gender identity, mental or physical disability, veteran status or any protected status of an individual or that individual's relatives or associates. Any content that may be interpreted as libelous, defamatory or slanderous is prohibited.
- Village Internet access shall not be used to conduct personal business, play computer games, gamble, run a business, conduct political campaigns, for personal gain, or to take part in any prohibited or illegal activity.
- No employee may use Village Internet access to post a message to an Internet message board, chat room, "weblog," "listserv," or other Internet communication facility, except in the conduct of official business or support of the Village's mission. The message must clearly identify the author as a Village employee, by name, with the employee's official return Village e-mail address or other contact information. Any opinions expressed must include a disclaimer stating that the opinions are those of the author and not necessarily those of the Village of Empress.
- Nothing in this policy shall be construed as requiring the Village to provide any technical resources or assistance in support of any Internet use which is not directly related to the conduct of official Village business.
- No employee may use Village facilities knowingly to download or distribute pirated software or data. Any software or files downloaded via the Internet may be used only in ways that are consistent with their licenses or copyrights.
- No employee may use Village facilities to monitor use of Village computing or network resources by any other individual, or perform any probing, scanning,

"sniffing," or vulnerability testing, except as otherwise provided by Village policies or law.

- No employee may use the Village's Internet facilities to deliberately propagate any virus, worm, Trojan horse, trap-door, or back-door program code or knowingly disable or overload any computer system, network, or to circumvent any system intended to protect the privacy or security of another user.
- No employee may install, remove, or otherwise modify any hardware or software on Village computers without prior consent of the CAO.
- No employee may install, remove, or otherwise modify any hardware or software for the purpose of bypassing, avoiding, or defeating any filtering, monitoring, or other security measures the Village may have in place, except as otherwise provided by Village policies.

Acknowledgement & Agreement

I, _____, acknowledge that I have read and understand the Telecommunications Policy of the Village of Empress. I agree to adhere to this policy and will ensure that employees working under my direction adhere to this Policy. I understand that if I violate the rules set forth in this Policy, I may face disciplinary action, up to and including termination of employment.

Name: _____

Signature: _____

Date: _____

Witness: _____