

<b>Town of Stratford - Council Policy</b>		<b>(Tab 58)</b>
<b>Name:</b>	<b>Computer Network Acceptable Use Policy</b>	<b>Policy Number: 2009-FA-01</b>
<b>Committee:</b>	<b>Finance and Administration</b>	<b>Approval Date: June 10, 2009</b>

**1. Purpose**

The purpose of this policy is to establish acceptable uses of the Town’s computing, Internet, e-mail and network facilities, hereinafter referred to as “Network Facilities”.

**2. Applicability**

This policy applies to all users of the Town’s Network Facilities. The term “Network Facilities”, refers to and includes any and all forms of computer equipment, tools, and intellectual property, including personal computers, computing related equipment, computer network hardware, and all forms of software, firmware, operating system software, and application software which is owned or leased by the Town or under the Town's possession, custody, or control.

**3. Authorized Users**

Network Facilities shall be used only by Town staff and Council members for official Town business.

**4. Personal Use of the Network Facilities**

Except where expressly prohibited in Clause 5, the occasional personal use of the Network Facilities is permitted but personal messages and files will be treated the same as business messages and files and may be subject to monitoring, reading and disclosure by the Town. Communications on the Town’s Network Facilities are not private and confidential.

## 5. Prohibited Actions

Use of the Town's Network Facilities that might be considered harassing, libelous, defamatory, threatening, obscene, or discriminatory is forbidden. In addition, users are not permitted to use the Town's Network Facilities:

1. for the purpose of accessing the files or communications of other staff or Council members within the Town except where it is required for official Town business;
2. to perform any act that will disrupt the normal operation of the Network Facilities including downloading and/or distributing viruses, Trojan horses, and worms;
3. to engage in any illegal or unethical activities;
4. to violate licensing agreements by removing or copying Town software;
5. to open, download or transmit, from an outside source, any attachment containing an unlicensed program;
6. to transmit any message, data, image or program that would violate the copyright, patent, trade secrets, confidence, trade-mark or any other property rights of others;
7. to use instant messaging programs or participate in social networking sites for personal use;
8. to use a Website providing anonymity to search the web or send communications;
9. to perform acts which are deliberately wasteful of computing resources or which unfairly monopolize resources to the exclusion of others;
10. to distribute or display files or messages which are offensive or annoying to others;
11. to broadcast personal views on non-business related matters;
12. to post or transmit chain letters, charity requests (must be approved by Network Administrator or CAO) , virus warnings, petitions for signatures or letters related to pyramid schemes; and,
13. for personal gain, including the operation of a personal business or searching for positions outside of the Town.

**6. Monitoring, Reading and Disclosure**

The Chief Administrative Officer or designate may authorize the monitoring, reading and disclosure of internet communication, e-mail or data files, created, obtained, stored or transferred by staff, on a periodic basis to check for breaches of confidentiality or violations of this policy. Monitoring may occur electronically or manually without notice to or the knowledge of the affected staff.

**7. Virus**

If a virus warning message is received, staff are to advise the Chief Administrative Officer or designate immediately so that appropriate action can be taken.

**8. Disciplinary Measures**

Staff who violate this policy or abuse the Town's Network Facilities are subject to discipline, up to and including termination.

**9. Personal Use of Computers During Non-Business Hours**

Staff will be required to seek permission for personal use of computers during non-business hours from the CAO.

**10 . Turn off Computers at end of day**

Please ensure that your computer and peripherals are shut down if you will not be using the computer for an extended period of time (minimum 3 hours)



**Town of Stratford**  
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**Network Facility Contract**

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**I have read and understand the Town of Stratford’s Computer Network Acceptable Use Policy.**

\_\_\_\_\_  
**Staff/Councilor’s Name (Please Print)**

\_\_\_\_\_  
**Witness (Please Print)**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**