



**TOWN OF HINTON  
ELECTRONIC NETWORK POLICY  
Policy #001**

Created By: Corporate Services  
Approved By: Town Council  
Revised By: Town Council

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**POLICY STATEMENT**

The Town of Hinton is committed to providing residents with the highest level of service. Up-to-date information systems and technology are important tools that allow Town employees and Councillors (users) to provide this service. Computer systems and electronic networks are used to conduct Town business and communicate with residents, colleagues, government and business. The Town network is a finite resource, which must be used responsibly to maintain its integrity and effectiveness.

**1. GOALS**

Town of Hinton systems, data bases and networks are corporate resources provided for Town business purposes only. Limited personal use is permitted on secondary systems such as e-mail, Office Suite or Internet when it complies with the policies outline herein, and when it has no negative impact on the performance of employees or on storage systems. ALL information obtained, stored, or disseminated using Town of Hinton computer systems is corporate information and is subject to access under the Freedom of Information and Protection of Privacy Act.

**2. DEFINITIONS**

1. Electronic Networks, means all electronic linkages and computer equipment from the server to distributed locations, whether they are interconnected or installed as stand alone devices.

2. Criminal Activity, is that activity which is prohibited under the Criminal Code of Canada including:

- a) Processing, downloading or distributing child pornography,
- b) Copyright infringement
- c) Spreading viruses with the intent to cause harm,
- d) Harassment,
- e) Communication of Hate Propaganda, or
- f) Distributing, publishing or possessing for the purpose of distribution or publicly displaying any obscene material.

3. Unacceptable Activities include activities that contravene conventional community values or violate Town of Hinton Guiding Principles. Examples are:

- a) Causing congestion or disruption of Networks and Systems by distribution of "Junk Mail" such as chain letters,
- b) Sending abusive, sexist, or racial messages to any individual or group,
- c) Using the Town's electronic networks for private business, personal gain or profit, or political activity as a candidate or in support of a candidate.
- d) Subscribing to or accessing non-work related mailing lists, news groups, chat rooms, etc.,

- e) Downloading, possessing, viewing, or distributing erotic or pornographic images or material.

### 3. **METHODS AND PROCEDURES**

#### 1. General

The Town of Hinton believes very strongly in the Guiding Principles that have been developed for all users of computer systems and electronic networks. This policy is designed to enhance those Principles by providing Town users with a clear understanding of the expectations of the organization, and through that understanding the protection of all users.

#### 2. Criminal Activity

Town users may not use Town of Hinton Electronic Networks for Criminal Activity. All suspected criminal activities will be reported to law enforcement agencies.

#### 3. Unacceptable Activity

Town users may not use Town of Hinton Electronic Networks for Unacceptable Activities. Users who may be in doubt as what does or does not constitute Unacceptable Activities should consult their Department Manager.

#### 4. Sanctions

Appropriate actions will be taken against Criminal or Unacceptable use of the system. Appropriate action includes a range of administrative and disciplinary options in accordance with the disciplinary practices of the Town of Hinton. The Town of Hinton may exercise its right to take administrative or disciplinary action even when a criminal charge or civil lawsuit is not pursued.

#### 5. Privacy and Monitoring

Town employees have a right to a reasonable expectation of privacy while using Town provided devices. Employees, who wish that their private activities remain private, should avoid using the Town provided device for personal use. The Town can undertake monitoring beyond its ordinary network performance monitoring activities even with respect to information in which the authorized individuals have a reasonable expectation of privacy, as long as the monitoring is reasonable. That is, it must be (a) authorized by law; (b) the lawful authority must be reasonable; and (c) the search must be carried out in a reasonable manner.

The Town of Hinton has monitoring technology solutions in place to maintain the integrity of the system and protect it from external intrusions such as viruses, and to ensure the system is operating efficiently and in conformance with the law. Monitoring practices may include analysis of logs and key word searches, which if they reveal Criminal or Unacceptable use may result in additional investigation and disciplinary action as deemed necessary.

#### **4. RESPONSIBILITIES**

The Director of Corporate Services, as the Manager responsible for Information Technology, is responsible for the currency, maintenance and amendment of this policy.

#### **5. GUIDING PRINCIPLES TO USERS**

1. All personal activity will be conducted on the individual's own time and not during the normal hours of operation of the Town of Hinton facilities.
2. The use of the Town of Hinton's Electronic Network for the purpose of work for another business, i.e. using a Town internet address to take orders for a home business, is forbidden and the user will be subjected to disciplinary action.
3. Users of the Town of Hinton Electronic Network will communicate with the same care they use in other written forms of communication: in particular, appropriate language usage, spelling, grammar, and formality is expected.
4. Only Town Information Technology coordinators are permitted to operate or service the Town of Hinton electronic network or equipment unless explicit approval from IT or the Director of Corporate Services is provided.
5. No software or equipment are permitted to be installed on the Town of Hinton electronic network or equipment by any users other than Information Technology Coordinators unless permission is given from IT. This includes, but is not limited to: screen savers, wireless access points, games, toolbars and non-Town of Hinton computers and laptop computers.