



Glamorgan Spring Bay Council

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# Use of Electronic Devices Policy

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Version 3

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# 1 Introduction

## 1.1 Objective

The purpose of this policy is to reflect the ideals and values by which the Council manages:

- access and use of computer equipment and software;
- access to and distribution of information; and,
- the use of e-mail and internet technology for work purposes and any Council business.

## 1.2 Scope

This policy relates to all employees of Council and Councillors, including contractors and service providers.

## 1.3 Definitions

Nil.

## 1.4 Statutory Requirements

The preparation of dissemination of this policy has been completed to ensure that Council's risk management requirements in the area of information technology are satisfactorily addressed and compliance is achieved with the Tasmanian Archives Act 1983 and Privacy Act 1988.

## 1.5 Policy Review and Update Cycle

This policy is to be reviewed by no later than 2022 and thereafter, every four years.

# 2 Policy

## 2.1 Electronic Devices

Electronic devices are provided by Council to assist employees and Councillors in the performance of their duties. Each employee and Councillor is responsible for using this equipment in an appropriate manner. Incidental use of electronic devices for personal purposes is understandable, and all such use should be undertaken in a manner that does not negatively affect the equipment or its user or its and their ability to undertake the purpose both were engaged for.

## 2.2 Software

Unauthorised installation of software is strictly prohibited. Only the General Manager is permitted to install software or authorise the installation of software. Software includes application programs, screensavers, desktop backgrounds, utilities, shareware, games and all other executable files.

## 2.3 Intellectual Property

The computer systems developed or used by Council have been designed and developed at a cost to the Council.

Such systems, and all ancillary documentation and information in relation to them, constitute intellectual property owned by the Glamorgan Spring Bay Council or the person who has authorised Council to use them. Councillors, Employees and contractors are required to protect the intellectual

property of Council and where an employee or councillor is using a system under license from another person, the employee or councillor must observe the requirements of the licensor.

## 2.4 Systems' Security

Councillors and staff must not delete, rearrange, access or otherwise use stored information in the Council's computer systems other than within the scope and course of the proper and diligent performance of the employee's duties or councillors' responsibilities. Where an employee or councillor has been provided with a password to facilitate access to the Council's computer systems or computer stored data, the employee or councillor shall not disclose the password or allow it to become known to any person, including Council's employees and agents.

## 2.5 Email Technology

Today, e-mail is an important productivity tool for business, as well as a personal communication medium. Care should be taken to avoid e-mail overload and time wastage by the recipient, and placing a burden on the technical network resources used to deliver e-mail. Each employee or councillor is accountable for using e-mail in a responsible manner. Respective Managers are also accountable for ensuring that employees or councillor are aware of their accountabilities and the guidelines outlined in the Tasmanian Archives Act 1983 are adhered to as far as practicable

The Council is committed to effective and efficient e-mail use, encompassing creation, retention and deletion of all relevant e-mails. E-mail is not to be used for inappropriate purposes. Regardless of whether Council supplies a computer or other electronic devices to elected members or not, Councillors will be required to utilise a council email address for all Council business e.g. joe.bloggs@freycinet.tas.gov.au either through their own personal electronic devices or on the council supplied devices.

Non-adherence to this policy or abuse of the e-mail system and/or the Internet is not acceptable behaviour and will be dealt with accordingly. This may involve disciplinary action and in the case of employees may lead to termination of employment or Code of Conduct action against a Councillor.

## 2.6 Use of Email

2.6.1 All e-mail stored on the Council computer networks is owned by the Council and is not considered private. As such, the relevant manager may access and monitor employee's e-mail to evaluate content or for other purposes. Councillors' emails may not be accessed by managers. The General Manager may require any Councillor to provide copies of emails pertinent to Council business with due cause such as Right to Information requests or documents required for legal action. A copy of any request by the General Manager will be provided to the Mayor.

Council will advise in a prominent position on the Council website, under Councillor contact details page that any email correspondence to Councillors may be viewed, copied and retained by Council.

2.6.2 E-mail messages must not contain defamatory, disparaging or disrespectful comments about people or organisations

2.6.3 E-mail must not be used for any form of harassment. Employees or Councillors must not transmit any data that is or could be conceived as threatening, obscene, pornographic, racially offensive, defamatory or sexually explicit. Whilst employees or Councillors cannot be held accountable for receiving such e-mail, they will be held accountable for actively accessing, forwarding or storing such messages.

- 2.6.4 The e-mail system is provided for work use to advance the business interests of the Council. It is recognised that personal e-mail will be received and sent but this should be kept to a minimum.
- 2.6.5 E-mail, such as chain letters or similar “junk” e-mail must not be originated by, or forwarded to anyone internal or external to the Council.
- 2.6.6 Any warnings about viruses received from any source should be referred to the IT Help Desk as soon as possible.
- 2.6.7 Spam emails received should be forwarded to [spam@freycinet.tas.gov.au](mailto:spam@freycinet.tas.gov.au) and immediately deleted from your computer.
- 2.6.8 All e-mail sent to recipients outside the Council will contain the following disclaimer at the end of the message:

\*\*\*\*\*Internet E-Mail Confidentiality Footer\*\*\*\*\*  
 Privileged/Confidential Information may be contained in this message. If you are not the addressee indicated in this message (or responsible for delivery of the message to such a person), you may not copy or deliver this message to anyone. In such case, you should destroy this message and kindly notify the sender by reply e-mail. Please advise immediately if you or your employer does not consent to Internet e-mail for messages of this kind. Opinions, conclusions and other information in this message that do not relate to the official business of the Glamorgan Spring Bay Council shall be understood as neither given nor endorsed by it.

- 2.6.9 When sending e-mail messages:
  - Attachments over 5 Megabyte are considered large attachments. Avoid attachments larger than this size. When sending e-mail with attachments, adopt the following guidelines;
  - Avoid sending large attachments to a large distribution list, as it multiplies the system resources required to deliver the mail.
  - Be aware that large attachments may take a large amount of time to deliver, and may not be accepted by the recipients system.
  - Do not “reply with history” to e-mails that had attachments in the original e-mail.
  - Please note, any email communication related to official Council business must be copied to the Electronic Records Management System.

## 2.7 Internet Technology

The Internet is a tool that can be used for information gathering and research. It can also be a time waster, impacting on personal productivity, and overuse may hinder normal business activities which rely on the Internet gateway. As such, each employee is individually accountable for using the Internet in a responsible manner. Respective Managers are also accountable for ensuring that employees are aware of their accountability's and that these guidelines are adhered to as far as practicable.

Non-adherence to this policy or abuse of the Internet is not acceptable behaviour and will be dealt with accordingly. This may involve disciplinary action and in some cases, may lead to termination of employment.

## 2.8 Use of the Internet

- 2.8.1 Employees can use the Internet for gathering information or research related to Council business activities.
- 2.8.2 The relevant Manager may monitor use of the Internet by employees.

- 2.8.3 Under no circumstances are websites known to contain offensive or potentially offensive material to be visited.
- 2.8.4 Under no circumstances is threatening, obscene, pornographic, racially offensive or sexually abusive material to be viewed or down loaded from the Internet.
- 2.8.5 Employees are prohibited from downloading any type of software from the Internet.
- 2.8.6 Any files downloaded from the Internet should be checked automatically by the system for viruses. Software and other executables (including screen savers) must not be downloaded.
- 2.8.7 Councillors should be vigilant in the use of internet on Council supplied equipment and adhere to the requirements of sections 8.1 – 8.6.

### 3 Implementation

Implementation of this Policy rests with the General Manager. All employees and Councillors will be made aware of their responsibilities in terms of this policy.