
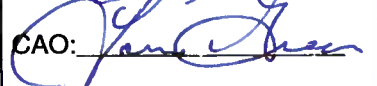


Rural Municipality of Daly POLICY AND PROCEDURE MANUAL		POLICY NO: 09
REFERENCE Council/Employee	ADOPTED BY: Resolution #11-183	
		Date: November 08, 2011
TITLE: : USE OF RURAL MUNICIPALITY OF DALY COMPUTERS, ELECTRONIC MEDIA AND SERVICES		Reeve:  CAO: 

USE OF RURAL MUNICIPALITY OF DALY COMPUTERS, ELECTRONIC MEDIA AND SERVICES

The RM of Daly has by resolution recognized the computer and telecommunication needs of the municipal organization and have purchased laptop computers for council. We are committed to implementing progressive and effective information technology to all Municipal Departments and Council, so that they may improve services to the citizens of The RM of Daly.

Computers supplied by the RM of Daly are the property of the RM of Daly and will be returned to the office should your seat on council be interrupted.

Should you experience issues with your computer please contact the office for technical assistance and guidance. The RM of Daly office has access to qualified computer technicians who will solve most problems.

PERSONAL USE

The computers, electronic media and services provided by The RM of Daly are primarily for business use to assist members of City Council in the performance of their jobs. Limited, occasional, or incidental use of electronic media (sending or receiving) for personal, nonbusiness purposes is understandable and acceptable. All such personal use should be done in a manner that does not negatively affect the computer systems' use for their business purposes and does not fall into the "Unacceptable Behaviour" items listed below.

UNACCEPTABLE BEHAVIOUR

The following is deemed unacceptable behaviour in conjunction with the use of RM of Daly computers, electronic media and services:

- ☒ visiting internet sites that contain obscene, hateful, pornographic or otherwise illegal material;
- ☒ using the computer to perpetrate any form of fraud, or software, film or music piracy;
- ☒ using the internet to send offensive or harassing material to other users;
- ☒ installing any file sharing software (Limewire, Kazza, etc.);
- ☒ downloading commercial software or any copyrighted materials belonging to third parties, unless this download is covered or permitted under a commercial agreement or other such licence;
- ☒ hacking into unauthorized areas;
- ☒ publishing defamatory and/or knowingly false material about The Rural Municipality of Daly or your colleagues on social networking sites, 'blogs' (online journals), 'wikis' and any online publishing format;
- ☒ knowingly introducing any form of malicious software into the corporate network; and
- ☒ purposefully causing physical damage to the computer equipment through carelessness or misuse.

AGREEMENT ON USE OF RURAL MUNICIPALITY OF DALY COMPUTERS, ELECTRONIC MEDIA AND SERVICES

I have read, understand, and agree to comply with the foregoing policies, rules, and conditions governing the use of The RM of Daly's computer and telecommunications equipment and services. I understand that I have no expectation of privacy when I use any of the telecommunication equipment or services. I am aware that violations of this policy on appropriate use of the e-mail and Internet systems may subject me to the loss of the use of RM of Daly computer equipment. I further understand that my use of the e-mail and Internet may reflect on the image of The RM of Daly to our customers, competitors and suppliers and that I have responsibility to maintain a positive representation of the Municipality. Furthermore, I understand that this policy can be amended at any time and the amended version will be required to be signed in order to continue use of Municipal Computers, electronic media and related services. Failure to sign this agreement will result in the immediate forfeiture of the right and ability to use RM of Daly Computers, electronic media and related services.

Dated:

Printed name of computer user:

Signature of computer user:
