

THE CORPORATION OF THE DISTRICT OF SUMMERLAND
POLICY STATEMENT AND REGULATIONS

Number: 1100.3

INTERNET ACCESS AND USE POLICY

Sensitive Information

Unauthorized release of personal, confidential or protected information that could be subject to existing legislation, regulations and standards, i.e., the Freedom of Information and Privacy Act.

Offensive Material

Includes but not limited to pornography, hate literature or any material which contravenes the BC Human Rights Act.

Scheduled Hours of Work

For the purpose of this policy, scheduled work hours excludes approved lunch and rest breaks.

Objectives

The objective of this policy is to assure that appropriate standards are followed by users that are connected to the Internet services operated by the District of Summerland and that the system is operated efficiently.

Access

1. Access will be assessed and determined as a result of individual requirements and with the approval of the respective department head. A request for access will then be forwarded to the Network Administrator.
2. Internet usage will be subject to scrutiny and/or disclosure. Users must ensure that the District of Summerland is not brought into disrepute as a result of the downloading or viewing of offensive material.
3. All information downloaded must comply with all applicable laws and regulations and must respect the legal protection provided by copyright and licenses with respect to both programs and data.
4. Only goods or services relating to the District of Summerland may be ordered via the Internet. Ordering of goods and services is restricted to authorized personnel.

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5. Downloading of non-executable files for business use is permitted. These would include reports, adobe pdf files, information flyers etc., from other institutions or government

agencies.

6. Executable software may not be downloaded. This type of software may contain viruses that could harm the network system. If such a file is required it must be obtained through the Network Administrator who will check the file for possible infection.
7. The Network Administration Manager must ensure that all users sign the Internet usage agreement before access is permitted.
8. Employees may use the Internet services for personal improvement, outside of the scheduled hours of work, provided that such use is consistent with professional conduct and is not used for financial gain.
9. Alleged inappropriate use of the Internet will be reviewed by the CAO on a case by case basis and may lead to loss of Internet access privileges or other disciplinary action.

Adopted October 10, 2000