

Council Policy

Title	Acceptable Use of Information and Communication Technology Resources Policy		P61
Type	Council Policy		
Document Owner	Director Corporate Services		
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PURPOSE

The policy sets out acceptable use relating to:

- the provision of Information and Communication Technology (ICT) resources
- access to ICT resources
- responsible, ethical and legal use of ICT resources
- security, privacy and compliance relating to ICT resources.

SCOPE

This policy applies to all users of Council's ICT resources.

DEFINITION AND TERMS

Content – Information, including records, stored on ICT resources.

Device – Laptops, Desktops, Ipads, Mobile phones.

ICT Resources – Fixed telephones, mobile devices, satellite devices, internet, intranet, computer programs, computers, printers, Wi-Fi-dongles, modems, switches, routers, projectors, multi-function devices, scanners, and:

- hardware, software and firmware installed or connected
- other ICT resources that the Council owns, leases or uses under licence or by agreement
- any connection to the Council's network or use of any part of the Council's network to access other networks.

User - Any person who has been granted access to, and use of, the Council's ICT resources.

LEGISLATION AND REFERENCE

This document should be read in conjunction with the following relevant legislation and other Council policies. Users of Council's ICT resources should note that heavy penalties exist under legislation that relates to the misuse of and/or destruction of Council's ICT resources and content held on ICT resources.

Document	Description
Local Government Act	Council's legislative obligations, including but not limited to section 107 (Conflict of interest) and section 108 (Disclosure of confidential information) of the Local Government Act
Information Act	Council's legislative obligations
Local Government Administration Regulations	
P40 Asset Management Policy	Council's policy for implementing consistent asset management processes
P45 Privacy Policy	Council's policy related to collection, storage, use and disclosure of personal information
P61 Records Management Policy	Council's policy relating to the management of records, including those held on Council ICT resources
P64 Asset Disposal, Transfer and Stocktake Policy	Council's policy related to disposing, transferring and stocktaking of assets
P66 Conflict of Interest Policy	Council's policy relating to conflict of interest and how it is managed
P70 Assets and Portable and Attractive Items Policy	Responsibilities of Council staff in relation to maintenance of the asset and portable items
P72 Code of Conduct	Behaviour and values to be followed for all Employees
Delegations Register	A register of all delegations made by the Council or the CEO
Any Published ICT Procedures	

POLICY STATEMENT

Council provides access to its ICT resources to users for conducting Council business.

Ownership

All ICT resources including hardware and software purchased with Council funds and content held on ICT devices are the property of Council.

Installation on Council's ICT resources

Installation of privately purchased and owned ICT resources, on Council ICT resources is not permitted. All software installed on the device at the time of delivery to the user is to be considered essential. Removal of any such software is prohibited.

Modification of any ICT resources is prohibited.

Computer Security, Privacy and Compliance

Computer and internet access at Council is controlled through individual accounts and passwords.

Sharing access (user ID and /or password) is prohibited. Users of Council's ICT resources must protect:

- their access from use by another individual
- their online identity
- the integrity of computer-based ICT resources

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- the privacy of electronic information.

Users must not seek to gain unauthorised access to ICT resources or enable unauthorised access.

Unacceptable Use of ICT Resources

Council's ICT resources must not be used:

- for accessing information from private ICT resources
- accessing illicit material or any otherwise illegal activity
- accessing social media sites except for a Council business purpose.

Council owned ICT resources will not be taken overseas or on vacation without prior approval from CEO.

Occasional personal use is permitted on an infrequent basis, must be brief and only carried out in the user's own time during breaks.

Personal use must not:

- adversely affect job performance or be a distraction to others in any way
- support a personal business or aid a competitor in any way
- result in additional charges to the Council
- include subscriptions or services for personal use.

Monitoring

Usage charges for mobile ICT resources are subject to periodic monitoring. Excessive data usage over the assigned plan will result in additional costs being passed on to the user of the device.

REVIEW HISTORY

Date	Details
31 January 2019	Adoption of policy (OC015/2019)