


## The Rural Municipality of Elton

<b>REFERENCE:</b>	Personnel	<b>AUTHORITY:</b>	Council
<b>SUBJECT:</b>	Municipal Computer, Laptop & Device Use Policy	<b>EFFECTIVE DATE:</b>	March 12, 2024
<b>ADOPTED BY RESOLUTION NO. &amp; DATE:</b>	2024-063 March 12, 2024	<b>NUMBER OF PAGES:</b>	4
<b>AMENDED BY RESOLUTION NO. &amp; DATE:</b>		<b>REEVE'S SIGNATURE FOR APPROVAL</b>	

### **PURPOSE:**

This policy outlines the acceptable use of the Rural Municipality of Elton's (Elton) owned computers, laptops, devices, and network resources provided by Elton to Council and Staff. It aims to ensure the efficient, ethical, and secure use of information technology to support municipal operations.

### **SCOPE:**

This policy applies to all Council, employees, contractors, and other individuals granted access to Elton's computers, laptops, devices, and networks.

### **ACCEPTABLE USE:**

Elton's computers, laptops, and devices are to be used for municipal purposes. Users must comply with all applicable laws, including copyright laws, software licensing agreements, and data protection regulations. Personal use of Elton's computers and devices should be minimal and should not interfere with work duties.

### **UNACCEPTABLE USE:**

The following actions are prohibited:

- Knowingly or intentionally publish, display, transmit, retrieve, or store inappropriate or offensive material on any Elton's computer system.
- Create or distribute defamatory, false, inaccurate, abusive, threatening, racially offensive or otherwise biased, discriminatory, or illegal material.
- View or distribute obscene, pornographic, profane, or sexually oriented material.
- Violate laws, rules, and regulations prohibiting sexual harassment.
- Engage in any unauthorized activities for personal financial gain.
- Download, disseminate, store, or print materials including articles and software, in violation of copyright laws.

- Download any software, including but not limited to games, or any other browsing tools without the permission of Elton's IT Service Provider.
- Conduct business unauthorized by Elton.
- Transmit incendiary statements, which might incite violence or describe or promote the use of weapons.
- Use the system for any illegal purpose or contrary to Elton's policy or municipal interests.
- Connect a personal computer to Elton's network without having the computer checked by Elton's IT Service Provider to ensure no threatening viruses / programs infect the company network.
- Monitor or intercept the files or electronic communications of other employees or third parties.
- Hack or obtain access to systems or accounts they are not authorized to use.
- To use other people's Login ID(s) or passwords or to disclose of or allow anyone to access any information system for any reason.
- To post any Personal Identifiable Information (PII) or sensitive company data on social network sites, public forums, etc. This includes posting pictures of PII or sensitive municipal data or pictures of anyone without permission.
- Employees shall not remove electronic media that contains PII or confidential or proprietary information unless such removal is authorized by an employee's supervisor or company management.

### **SECURITY:**

Users are responsible for safeguarding their login credentials. Elton's IT Service Provider will assign and a unique User Identification and Password and these are not to be shared with others. Computers, laptops, and devices must be kept up to date with security patches and antivirus software. Unauthorized access to municipal systems, networks, or data are strictly prohibited.

### **DATA MANAGEMENT:**

Users are responsible for the proper handling of sensitive and confidential information. Municipal data should not be copied, transferred, or stored on personal devices without explicit authorization. Elton's IT Service Provider will preform regular data backups to prevent data loss.

**INTERNET AND EMAIL USE:**

Internet and email use must align with Elton's needs. Inappropriate or excessive use of the internet for personal reasons is not allowed. Email communication should be professional and free from offensive content.

**SOFTWARE AND APPLICATIONS:**

Installation of software on Elton's computers and devices must be authorized by Elton's IT Service Provider. Only licensed software should be used, and users must comply with all software agreements.

**REPORTING SECURITY INCIDENTS:**

Users must immediately report any security incidents or suspected security breaches to Elton's IT Service Provider or designated authority.

**MONITORING, ENFORCEMENT & COMPLIANCE:**

Elton reserves the right to monitor computer and device usage for security and compliance purposes. Violations of this policy may result in disciplinary action, including but not limited to suspension of computer privileges, termination of employment, or legal action.

**REVIEW AND UPDATES:**

This policy will be periodically reviewed and updated to reflect changes in technology, regulations, and municipal needs.

**TERMINATION OF EMPLOYMENT:**

Upon the termination of employment, employees must cooperate with Elton and Elton's IT Service Provider to ensure the removal of any municipal data and municipal applications from their personal devices.

**PERIODIC REVIEW:**

This policy will be reviewed periodically by Elton or Elton's IT Service Provider to adapt to changes in technology, security threats and municipal needs. Employees will be notified of any policy updates.

**ACKNOWLEDGEMENT:**

Council and employees must acknowledge that they have read, understood, and agreed to comply with this policy. Council and employees must sign the Policy declaration and have it placed in their file.



## DECLARATION OF MUNICIPAL COMPUTER, LAPTOP & DEVICES USE POLICY NO. 90-2024

**Position:**

**Councillor**

**Employee**

I certify and attest that:

- I have read and understand the Rural Municipality of Elton's (Elton) Municipal Computer, Laptop & Device Use Policy No. 90-2024
- I will abide by the guidelines set out by Elton.
- I understand that if any changes are made to this policy, I will be provided notice of the changes, and I will be required to sign a new declaration.
- I understand failure to comply with this policy may result in disciplinary action, up to and including termination of employment. Additionally, legal action may be taken in case of data breaches or unauthorized access resulting from non-compliance with this policy.
- I understand upon the termination of employment, employees are required to cooperate with the Elton and Elton's IT Service Provider to ensure the removal of any municipal data and municipal applications from their personal devices.

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

### OFFICE USE ONLY

CAO filed in respective personnel file.

**Signature:** \_\_\_\_\_ **Date Received:** \_\_\_\_\_