

## HUMAN RESOURCES

### HR 2.6 Acceptable Use of the Shire's Computing & Communication Resource

<i>Responsible Department</i>	Chief Executive Officer
<i>Resolution Number</i>	C.2440
<i>Resolution Date</i>	20/05/2015
<i>Next Scheduled Review</i>	2017
<i>Related Shire Documents</i>	Various staff terms of appointment
<i>Related Legislation</i>	

#### OBJECTIVE

The purpose of this policy is to explain the acceptable use of the Shire's computer and communication resources including office equipment (eg photocopiers, fax machines), voice networks (eg mobile and other phones), electronic communication networks (eg email and the internet) and other electronic equipment.

#### SCOPE

All Employees.

#### POLICY

##### Introduction

All network equipment, email and internet accounts maintained in the Shire of Northam's computing systems are the sole property of the Shire of Northam. The Shire records all internet usage and has the right to monitor the email account or internet browser of any user for legitimate business reasons including compliance with this policy, compliance with any applicable laws and where there is reasonable suspicion of activities that may not conform to this policy.

##### Scope

This policy applies to all Shire of Northam staff, consultants, contractors, visitors and volunteers that have access to or use of Shire of Northam computing and communication resources. These persons are expected to comply with this policy.

## **General Obligations**

This policy sets out the minimum acceptable behaviour for the use of the Shire's computing and communication facilities. There is a reasonable expectation that the parties included in the scope of this policy will act professionally and use these resources responsibly according to this policy.

## **Reasonable Personal Use**

Shire staff members are permitted minimal additional personal use of the Shire of Northam's computing and communication resources. This personal use shall not result in loss of employee productivity, interference with official duties or incur other than minimal additional expense to the Shire. Examples of minimal additional personal use include making a few photocopies, using a computer printer to print a few pages of material, making occasional brief personal phone calls, infrequently sending personal email messages or limited use of the internet for personal reasons.

In all cases use must be reasonable as this use is a privilege not a right.

## **Conditions of Use**

The following use of the Shire of Northam's computing or communication resources are prohibited:

- To store, transmit, publish, communicate, display, distribute or post material that is defamatory, offensive, abusive, indecent, menacing, unwanted or otherwise unlawful or unauthorised or that violates any law.
- To visit websites containing objectionable or criminal material.
- To use internet enabled activities such as gambling, gaming, conducting a business or conducting illegal activities.
- To knowingly transmit a computer virus or other malicious computer program
- In any way that interferes with its availability for other users or otherwise interferes in the proper operation of the Shire of Northam computer or communication services.
- To disclose private or confidential information of another.
- The uploading or downloading of commercial software, games, music videos, or other intellectual property in violation of its copyright.

Non-compliance with this policy may result in disciplinary action or legal action.