

#82. TOWN OF LUNENBURG POLICY: INFORMATION TECHNOLOGY USE

1.0 PURPOSE

This Policy outlines acceptable information technology usage including but not limited to by municipal employees, elected officials and other authorized persons as set out herein. Privacy, confidentiality, Town of Lunenburg (“Town”) ownership of all data files and other relevant matters are also addressed in this Policy.

2.0 SCOPE

This Policy applies to all Town employees and elected officials and any other authorized persons, e.g., Town Committee members, contractors, consultants, etc. who use Town of Lunenburg information technology. (This Policy is in addition to the Town of Lunenburg Administrative Policy “Town Phone, Cell Phone, Blackberry, Fax and Computer Personal Use” for Town employees.)

3.0 DEFINITIONS

- 3.1 Information technology** – includes but is not limited to desk top computers, laptops, electronic mail, document management systems, scanners, printers, key boards, chargers, photocopiers, internet-related systems, smart phones, tablets, voice mail, etc.
- 3.2 Official use** – information technology use includes but is not limited to communication, social media, service delivery, collaboration and other purposes within the scope of a user’s Town mandate.
- 3.3 Personal use** - use for purposes unrelated to official use.
- 3.4 User** - includes Town employees, elected officials and other authorized persons including but not limited to contractors and consultants.

4.0 PROCEDURE

- 4.1** Town provided information technology and data remains the property of the Town at all times and is primarily intended to be used for official use for municipal purposes.
- 4.2** Personal use of Town information technology is authorized within reasonable limits if it does not interfere or conflict with municipal use. Users are responsible for exercising good judgment regarding the reasonableness of personal use. Users may be held accountable for inappropriate personal use of Town resources by Lunenburg Town Council for elected officials, or for Town employees and other authorized users, their supervisor or CAO.

- 4.3** Electronic mail accounts may be provided to users for the purpose of conducting Town business including communicating municipal information with other users, Provincial and Federal governments, customers, etc. in compliance with the Municipal Government Act and other relevant legislation and Town Policies relating to privacy, public access rights, records management and other requirements. All electronic communication may be stored using the Town's server, smart phones, etc. and may be accessed by IT service providers, Finance Director, CAO and other authorized persons.
- 4.4** All other electronic documents, data, internet related systems, etc. which are created by or with the Town's information technology are also subject to the same privacy, public access and other legislative and Town Policies provisions set out in section 4.4 above.
- 4.5** All users shall sign and observe the Town's Technology Use Agreement (see: copy attached which may be updated as required) on receipt of any Town information technology.
- 4.6** If users incur any personal expenses, e.g., long distance charges, apps, etc. while using Town provided information technology for personal use they shall reimburse the Town for this.
- 4.7** Depending on the circumstances users may be responsible for lost or damaged Town information technology provided to them as determined by Council in the case of elected officials, and by their supervisor or CAO for Town staff or other authorized users.
- 4.8** When using information technology all users are expected to do so in a manner that is respectful of their own personal safety and that of others around them.

Encl. – Information Technology Use Agreement

TOWN OF LUNENBURG INFORMATION TECHNOLOGY USE AGREEMENT

The Town of Lunenburg (“Town”) provides designated Town staff with technological aids such as iPads, cell phones, laptops, computers, etc. (“Devices”), to assist with the discharge of the duties of their respective positions. On receiving any of these Devices, I understand and accept that:

1. The Devices provided to me by the Town is the legal property of the Town. There is no expectation of privacy with respect to use of the Devices and the Town reserves the right to access, including stored information, review logs of incoming and outgoing information and messages as well as the content of that information.
2. I will follow and abide by all policies, rules and procedures put in place by the Town, from time to time, for the use of any Devices provided to me.
3. I will return the Devices to the Town at the end of my employment together with all related accessories which may have been supplied by the Town.
4. The Devices are to be used for the purpose of the business of the Town subject to reasonable personal use. Reasonable personal use is use of such a nature as will not interfere with the discharge of the person’s duties. Reasonable personal use does not include in any circumstances the accessing, storage or distribution of unlawful or otherwise inappropriate information.
5. On the return of the Devices to the Town I am responsible for transferring any personal information which may be on the Device. I understand and agree that when the Devices have been returned to the Town, the hard drive will be “wiped” and returned to factory settings.
6. I am aware and agree to any personal information contained on the Devices being stored on the Town server. I am aware that as a result such information may be subject to freedom of information requests in accordance with the terms of that legislation.
7. I am responsible for the negligent loss or damage of the Devices, the replacement costs for which will be my responsibility and those costs may be deducted from my salary.
8. My Town email account is for my exclusive use and other authorized Recreation Staff and it will not be shared with, used or accessed by others. I will use the assigned Town email address for all Town work purposes and not my personal or other email address for same.
9. I will not release the personal information (e.g., names, phone numbers, email addresses, etc.) of others except to authorized Town officials, e.g., Recreation Director, Finance Director, CAO, Deputy CAO, etc.
10. It is my responsibility to supervise the use of my Devices. The Devices will always be used under my supervision and I will not allow it to be used by unknown or unauthorized persons.
11. I will not allow my Town network user account or password to be used by anyone other than me or other authorized Town Recreation or other employees.

12. Any password assigned to the Device by the Town shall not be changed without prior authorization of the Finance Director or CAO.
13. The Devices will be locked when not in use and will be password protected.
14. If the Devices becomes infected with a virus as a result of my visits to websites that expose the Devices to this risk, I may be responsible for the repair of the device.
15. Loss, damage or theft of the Devices must be reported as soon as reasonably possible to the Finance Director or CAO. If I suspect that access to my account has been compromised I will immediately bring this to the attention of the Finance Director or CAO.
16. I will comply with relevant Town Policies relating to information technology use.
18. Device(s) assigned and related information:

Desktop Computer

Cellphone

Description:

Description:

Password:

Password:

Email address:

Email address:

Additional information:

Additional information:

Date

Employee Signature