



Signed Date: September 21, 2016	Motion: 125/16 Date: September 21, 2016
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Title: Computer, Internet and Email Usage	Policy No. 37
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Purpose:

A computer, Internet and email usage policy provides employees with rules and guidelines about the appropriate use of company equipment, network and Internet access. Having such a policy in place helps to protect both the business and the employee; the employee will be aware that browsing certain sites or downloading files is prohibited and that the policy must be adhered to or there could be serious repercussions, thus leading to fewer security risks for the business as a result of employee negligence. The Computer, Internet and Email Usage Policy is an important document that must be signed by all employees upon starting employment with the Village of Bawlf.

Principles:

This Computer, Internet and Email Usage Policy applies to all employees of the Village of Bawlf who have access to computers and the Internet to be used in the performance of their work. Use of the Internet by employees of the Village of Bawlf is permitted and encouraged where such use supports the goals and objectives of the business. However, access to the Internet through the Village of Bawlf is a privilege and all employees must adhere to the policies concerning Computer, Internet and Email Usage. Violation of these policies could result in disciplinary and/or legal action leading up to and including termination of employment. Employees may also be held personally liable for damages caused by any violations of this policy. All employees are required to acknowledge receipt and confirm that they have understood and agree to abide by the rules hereunder.

Computer, Internet and Email Usage:

- Company employees are expected to use the Internet responsibly and productively. Internet access is limited to job-related activities only and personal use is not permitted
- Job-related activities include research and educational tasks that may be found via the Internet that would help in an employee's role
- All Internet data that is composed, transmitted and/or received by the Village of Bawlf's computer systems is considered to belong to the Village of Bawlf and is recognized as part of its official data. It is therefore subject to disclosure for legal reasons or to other appropriate third parties

- The equipment, services and technology used to access the Internet are the property of the Village of Bawlf and the company reserves the right to monitor Internet traffic and monitor and access data that is composed, sent or received through its online connections
- Emails sent via the company email system should not contain content that is deemed to be offensive. This includes, though is not restricted to, the use of vulgar or harassing language/images
- All sites and downloads may be monitored and/or blocked by the Village of Bawlf if they are deemed to be harmful and/or not productive to business
- The installation of software such as instant messaging technology is strictly prohibited

Unacceptable use of the Internet by employees includes, but is not limited to:

- Sending or posting discriminatory, harassing or threatening messages or images on the Internet via the Village of Bawlf's email service
- Using computers to perpetrate any form of fraud, and/or software, film or music piracy
- Stealing, using or disclosing someone else's password without authorization
- Downloading, copying or pirating software and electronic files that are copyrighted or without authorization
- Sharing confidential material, trade secrets or proprietary information outside of the organization
- Hacking into unauthorized websites
- Sending or posting information that is defamatory to the company, its products/services, colleagues and/or customers
- Introducing malicious software onto the company network and/or jeopardizing the security of the organization's electronic communications systems
- Sending or posting chain letters, solicitations or advertisements not related to business purposes or activities
- Passing off personal views as representing those of the organization

If an employee is unsure about what constitutes acceptable Internet usage, then he/she should ask his/her supervisor for further guidance and clarification.

All terms and conditions as stated in this document are applicable to all users of the Village of Bawlf's network and Internet connection. All terms and conditions as stated in this document reflect an agreement of all parties and should be governed and interpreted in accordance with the policies and procedures mentioned above. Any user violating these policies is subject disciplinary actions deemed appropriate by the Village of Bawlf.

User Compliance

I understand and will abide by this Computer, Internet and Email Usage Policy. I further understand that should I commit any violation of this policy, my access privileges may be revoked, disciplinary action and/or appropriate legal action may be taken.

Employee Name

Employee Signature

Date

Mayor

CAO