

CP.13 Acceptable Use of Information Communication Technology (ICT) Resources – Council Members

<i>Responsible Department</i>	Chief Executive Officer Office
<i>Resolution Number</i>	C.4690
<i>Resolution Date</i>	15/03/2023
<i>Next Scheduled Review</i>	2025
<i>Related Shire Documents</i>	
<i>Related Legislation</i>	

OBJECTIVE

The purpose of this policy is to explain the acceptable use of the Shire’s ICT resources and to inform about the consequences of misuse.

SCOPE

This policy applies to all Shire of Northam Council Members that have access to or use of Shire of Northam ICT resources. These persons are expected to comply with this policy.

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.

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

Council Members are permitted personal use of the Shire of Northam provided information technology equipment. This personal use shall not result in loss of Council Member productivity, interference with official duties or incur additional expense to the Shire.

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

Conditions of Use

The following uses 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, conducting a business or conducting illegal activities.
- To knowingly transmit a computer virus or other malicious computer program
- 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.
- Accessing Shire data, a server or an account for any purpose other than conducting Shire business, even if the Elected Member has authorised access.
- Revealing account passwords to others or allowing use of their account by others. This includes family and other household members.

Non-compliance with this policy may result in disciplinary action in accordance with G 1.4 Code of Conduct for Councillors, Committee Members and Candidates, removal of access or legal action.