

POLICY STATEMENT

The City of Marion (Council) has given its employees access to telecommunications, e-mail, computer, internet and other facilities. As an 'Employer of Choice' City of Marion allows employees to use the facilities for private purposes, to meet family, personal and community responsibilities.

CONSTRUCTIVE CULTURE LINKS

The implementation of this policy supports the Employer of Choice strategy and our desired constructive culture.

PRINCIPLES

Council has provided the facilities primarily for business purposes and to allow effective communication with each other and others with whom Council communicates, and to use the information gathering and storage capabilities that the facilities provide to enhance the productivity and quality of work. Council understands that as an Employer of Choice employees may use the facilities for private purposes. Occasional and reasonable personal use of the Council's Internet and e-mail services is permitted, provided that this does not interfere with work performance and is consistent with professional conduct and Council Policies and Procedures.

Privacy

All e-mails sent or received from Council's systems remain the property of Council. Employees should not expect that e-mail is confidential or private.

To ensure that the guidelines contained in this policy are followed, Council retains the right to access or view users' e-mail sent via the corporate network as required.

Unacceptable use of e-mail

Employees shall not use the Council's Internet or e-mail services to:

Major infringements:

- Access internet sites containing pornographic material;
- Access Internet sites which contain offensive content of any kind;
- Send or forward emails which contain offensive content of any kind;
- Send or forward emails which contain pornographic material;
- Send or forward emails promoting discrimination on the basis of race, gender, national origin, age, marital status, sexual orientation, religion, or disability;
- Send or forward emails containing threats of violence, defamatory content, inappropriate language or other unwelcome behaviour;
- Send or forward emails discussing or promoting illegal activities;
- Send or forward emails containing discriminating messages of a religious, political, or racist nature;

- Send or forward emails for the purposes of personal financial gain;
- Send unauthorised e-mails from another person's e-mail address or impersonating another person;
- Establish and/or utilise spamming e-mail accounts from the Council's e-mail services;
- Unauthorised sending of business-sensitive information by e-mail or over the Internet;
- Disperse corporate data to Council customers or clients without prior authorisation from the relevant People Manager or within delegated authority;
- In addition, staff shall not use the Council's Internet or e-mail services to view, download, save, receive (without deleting immediately), or send material related to or including any of the above.

Minor infringements:

- Send or forward trivial emails to large numbers of Council staff;
- Download software from the Internet without approval from Manager via an ICT support request;
- Download files from the Internet having no Council business relevance;
- Unreasonable access to non-work related Internet sites during work hours;
- Send or forward commercial messages;
- Send or forward excessive emails containing sports, entertainment, or non-Council job information;
- Distribute "junk mail" or electronic chain letters including letters seeking donations and those providing pyramid selling schemes or advertising;
- Send, forward or save material protected under copyright laws;
- Send personal e-mail to any person who does not wish to receive it. If a recipient asks a user to stop sending him or her e-mail, the request must be observed;
- Access Internet gambling sites.

RESPONSIBILITIES

Offensive e-mail

If an employee receives offensive e-mail from outside Council, they should immediately delete it and seek advice through a support request to ICT about how to reduce the likelihood of receiving similar material again. The employee should advise their People Manager.

Internet usage

Employees should be aware that they are representing the City of Marion when accessing internet sites and their visit will be sourced and recorded as coming from the City of Marion. Council does monitor sites that employees are accessing and it reserves the right to do so, to ensure that the guidelines contained in this policy are followed.

Council reserves the right to block access to sites which it deems to be inappropriate.

System Security

To help avoid the spread of viruses, employees must not by-pass Council's system security by accessing the internet directly by modem or other unauthorised means.

Employees must never copy files from the internet, accept e-mail attachments from unknown sources, or use storage media (eg USB data stick, CD, DVD) from non-Council sources, without ensuring the material is scanned with Council-approved virus checking software. If an employee suspects that a virus has been introduced in the Council network, the ICT staff must be notified immediately.

Employees must not load software onto any Council equipment without prior approval through ICT.

Employees are encouraged to be smart about protecting themselves, their privacy and City of Marion's confidential information. Information that is emailed or otherwise published is widely accessible and will be around for a long time so consider content carefully.

Records Management and Retention

All employees are responsible for registering relevant Council emails in the records management system, BluePoint (BP) for future reference.

Number of Recipients and Size of Emails

Employees are responsible for restricting the number of people an email is to be sent or copied to so that only those most needing the information receive it, to reduce unnecessary duplication of emails. Employees are to aim for the size of attachments to be kept as small as possible.

Defamation

Employees must not distribute potentially defamatory comments by e-mail, mailing lists or bulletin boards. Defamation occurs when a statement or publication injures the reputation of another person. It can be a civil action or a criminal offence under relevant legislation.

Copyright

All employees must respect the copyright and any other intellectual property rights of third parties. Copyright protects the exclusive right of the copyright holder to copy, publish, perform, broadcast and sell copyrighted material. Employees must not download material from the internet or otherwise receive and use information that is owned by a third party unless they have the written permission of that party.

Examples of possible breaches of copyright can include forwarding e-mails or copying or downloading copyright material (including computer programs, screensavers, sounds and images) that have copyright protection.

As a general rule, under copyright law, downloading from the internet for personal research is allowed. However, downloading material for distribution to others or for business purposes will require the permission of the third party owner.

CONSEQUENCES

Any employee who discovers a breach of this policy is obliged to immediately notify their Manager, and in the case of a Major Infringement, their People Manager and the Manager Organisational Development.

Any employee who breaches this policy is subject to discipline up to and including termination of employment.

REVIEW DATE

This Policy will be reviewed within 2 years.

REFERENCES

Strategic Plan

EC3.1 – Ensure our workplace provides safe systems of work, fair treatment, appropriate reward and recognition, values diversity and embraces a healthy work/life balance.

Procedure References

Nil

Other Related References

- Borrow/Use of Council Equipment Policy Notes Link
- Employee Code of Conduct
- Equal Opportunity, Harassment, Discrimination and Workplace Bullying Policy
- City of Marion Whistleblowers Policy and Procedure

Previous Versions

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AUTHOR

Rachel Read