


Function: Corporate Services - 03
Department: Information Tech - 070
Policy No.: 005



Computer Security

Effective Date: September 10, 2020
Review Date: September 10, 2025
Cancel: Policy 03-070-004 Computer Security
Resolution #:

CAO Signature: 

Purpose: To safeguard the assets of the County and to ensure all personnel (County Councilors and Employees) are aware of where responsibilities exist.

Policy Statement:

Use of County purchased software is governed by the terms of license agreements between the County and software suppliers. Lac Ste. Anne County personnel may not copy or transfer any of the software or documentation issued to them, nor may they use County owned computer equipment or software to violate terms of any software license agreement or applicable provincial or federal laws and/or regulations.

The use of public domain software is prohibited at the County unless approved for use by the County. Additionally, unauthorized software is not to be resident on any County owned equipment. Public domain software refers to computer software that has been developed by third parties, in either amateur or professional programmer categories. Such software can be distributed freely and at no cost or obligation to the recipient.

Internet access is intended to provide high-speed access to the Internet and Internet email and will be assigned to personnel if it is deemed to be a requirement of the position.

All personnel with Internet access and email accounts are required to read and sign the Internet Access Agreement (Schedule A).

The County has the right to access emails, texts and browser history on municipal computers and cell phones.

Responsibility:

1. Acceptable use of Internet access:

- To communicate with all stakeholders associated with County business or job responsibilities.
- For professional development or to maintain knowledge and/or skills. Communications for Administrative purposes.

2. Unacceptable use of Internet access:

- Private or personal, for profit activities (i.e.: consulting for pay, sale of goods such as Avon etc.).
- Private or personal use which interferes with the completion of work functions.
- Use for any purpose, which violates any laws and/or regulations.
- Any use that violates the County's Code of Ethics policy or Respectful Workplaces policy.
- Interfering with or disrupting network users, services or equipment. Such disruptions could include, but not be limited to, distribution of unsolicited messages, propagation of computer viruses, using the Internet to gain unauthorized access to another machine on the network.

Internet mail is not secure and should not be used for legal documents and/or authorizations. It is possible to send emails using another's name and user ID; therefore, caution should be taken to authenticate correspondence.



LAC STE. ANNE COUNTY

COMPUTER USE and INTERNET ACCESS AGREEMENT

Name: _____

In applying for Lac Ste. Anne County Computer Use and Internet access, I agree to follow the County's policies regarding Computer and Internet usage as outlined in Policy 03-070-005.

In general, Lac Ste. Anne County Computer Use and Internet access is to be used for business purposes only. All non-business-related access will be my responsibility and I will be held responsible for any consequences resulting from non-business use. Individual Computer and Internet usage may be monitored to ensure compliance with the policies of the County's Computer and Internet Program.

I understand that any charges/costs arising as a direct result of misuse of my Computer and Internet access will be my responsibility.

Access under this program will be immediately discontinued in the event of termination or resignation or habitual misuse.

Signature: _____

County Manager Signature: _____

Date: _____