

1. Policy Statement:

The purpose of this policy is to provide all Village of Innisfree (the Village) employees with rules and guidelines about the appropriate use of municipal technology, and materials. Village employees are expected to always use good judgement in their use of municipal property, equipment, electronic equipment and in accessing the Municipality's network and Internet.

2. Reason(s) for Policy

The Village has invested substantial assets to provide employees with access to property, tools, equipment computers, laptops, tablets, smartphones, and other technology to perform their jobs. All Village employees should fully understand that Village equipment, technology and all information temporarily or permanently stored or transmitted with the aid of the technology remain the sole and exclusive property of Village, and are subject to Village access, copying, and use, in any manner it deems appropriate.

3. Policy Definitions:

- a. **Administration** means the municipal operations under the Chief Administrative Officer (CAO) and as delegated by the CAO.
- b. **Business purpose(s) or business use** means the authorized activities or actions that support the mission, vision, values, and strategic and operational goals, plans, or objectives of the Village under the Municipal Government Act and other applicable legislation.
- c. **Management** means the director of a department to which the employee reports.
- d. **Municipal Technology & Equipment Technology** means the short name of this Policy 1200-05.
- e. **Supervisor** means the managerial or supervisory employee to whom the employee would normally report.

4. Policy Guidelines:

a. Safety:

- i. Extreme care should be exercised when using mobile phones in vehicles when operating a vehicle for Village business and/or on Village time. Under Alberta's Distracted Driving regulations under the Alberta *Traffic Safety Act*, mobile phones can only be used when connected to a "hands free" unit.
- ii. If an employee's job requires that they keep your cell phone turned on while they are driving, and must use a hands-free device. However, if a phone conversation is becoming protracted, the employee should stop the car in a safe place and continue the conversation.
- iii. Using a hand-held mobile device while driving, is not allowed by the Village as it is considered a serious risk and constitutes an offence under the Alberta *Traffic Safety Act* and related legislation.

b. Village Equipment and Property:

- i. The Village will provide employees at times with various technology, equipment and tools needed for them to perform their duties and tasks.
- ii. These items must be returned upon an employee's termination of employment with the Village.

- iii. An inventory of those items will be kept with the employee's immediate supervisor or manager and a copy shall be kept with Administration.
- iv. Additions and deletions of technology and equipment shall be noted and initialed by both the Employee and the Manager.
- v. The employee's immediate supervisor or manager will provide Department Supervisors with any changes.
- vi. Upon the completion of the employee's work with the Village, all technology and equipment shall be returned to the employee's immediate supervisor or manager.
- vii. If, or where there was loss/damage to any Village technology or equipment or property assigned to an employee, the Village may grant either a full or partial exemption, should it be determined, that the employee was not negligent in the loss/damage, or that there were mitigating circumstances.
- viii. Employees using the Village computers, e-mail, voicemail, or other technology to create or maintain information or messages have no right of privacy with respect to those messages or information.
- ix. The granting of a password, access code, and key or other access device does not confer any right of privacy upon any employee.
- x. The Village employee should have no expectation of privacy as to any communication sent, received, or made in any manner using the Village's technology.
- xi. In some cases, the Village confidential and proprietary information may be accessible on or from a computer or another technological device. Employees are expected to take all steps necessary to protect the Village property, proprietary and confidential interest in such information and not to allow or cause the dissemination or improper use or exploitation of such information.
- xii. In addition, employees may not add or load any software to a device without prior approval, nor should they use a computer or other technological device for any improper or unauthorized purpose.
- xiii. Improper purposes include, without being limited to, downloading proprietary information of others, harassing others, and engaging in inappropriate activities or activities that violate or may tend to violate the rights of third parties or co-workers.

5. Responsibilities – Employees of the Village

- a. All Village employees who receive the loan and use of any municipal property, equipment, tools, electronic equipment and devices, and access to company email and internet, must sign a copy of the Confidentiality Agreement. The original signed copy will be stored with the CAO and a copy of the signed document is to be provided to the employee.
- b. All Village employees are responsible for ensuring that all Village technology and equipment is kept safe and maintained in good working order.

- c. Employees are responsible for ensuring that Village information stored on Village technology is password protected, with the lock screen in use if they will be away from their desks or workstations, and that reasonable measures have been taken to prevent the loss or theft of equipment that may be portable or in the possession of the employee while not at their workstation.
- d. All employees with access to computers will be assigned a user identification and password. These must be kept confidential and it is prohibited to share these with anyone at all. The purpose of user identification and passwords is to maintain individual accountability for email and internet usage, whether at the Village work site or not.
- e. All transferred, lost or damaged equipment must be immediately reported to the employee's immediate supervisor or manager.
- f. Security on any computer system is a high priority, particularly when the system involves many users. Any user who identifies a security problem on the network or Internet must immediately notify their superior who will then direct the problem to the appropriate party.
- g. Internet, email, text, or other electronic communication mechanism use should be limited to business purposes only, and in compliance with all laws and regulations of Canada or any other Nation, the laws and regulations of any province, city, state, or other local jurisdiction when using the Village computer or electronic network.

6. Scope

- a. This Policy applies to all of the Village employees, including those who work onsite, off site, or remotely.

7. Consequencies

- a. Violations of this policy may result in disciplinary action, up to and including termination.
- b. Use of any Village resources for any illegal activity is grounds for immediate termination.

8. Related Policies

- Code of Conduct Policy
- Documents & Data Security Policy

9. End of Policy