
VILLAGE OF GREENWOOD

Internet & Communication Device Usage Policy

Title

1. This Policy is entitled the "Internet Usage Policy".

Applicability

2. This Policy applies to all users of the Village of Greenwood's network and systems.

Definitions

3. In this Policy:
 - (1) "network" means a collection of systems interconnected by communication channels that allow sharing of resources and information, including connectivity to the internet where applicable;
 - (2) "Network Administrator" means the Clerk-Treasurer of the Village of Greenwood;
 - (3) "software" means the entire set of programs, procedures, and related documentation associated with a system;
 - (4) "system" means a communication device designed to accept data, perform prescribed mathematical and logical operations at high speed, and display the results of these operations. Such devices include computers (e.g., desktop, laptop), tablets, mobile devices (e.g., cell phones, smart phones), and landline telephones;
 - (5) "user" means a Commissioner or an employee of the Village of Greenwood or another individual who is authorized to use the Village's network or systems.

Personal Usage of Network and Systems

4. Users are permitted to use the Village's network and systems for reasonable personal use to take care of occasional personal matters during working hours.

Internet Usage

5. Users shall not access the following categories of websites while using the network or systems of the Village;
 - (1) file sharing and piracy sites;
 - (2) sites that promote, foster, or perpetuate discrimination on the basis of race, creed, colour, age, religion, gender, marital status, physical or mental disability, or sexual orientation;
 - (3) sexual content and sites that link to sexual content;
 - (4) sites that are illegal or promote illegal activity contrary to the laws of Canada or Province of Nova Scotia;
 - (5) any other material that would reasonably be considered offensive or is inconsistent with the employment relationship except for the purpose of conducting the business of the Village of Greenwood.
6. A user who accidentally connects to a website described in section 5 must immediately disconnect from the site and notify the Network Administrator of the incident.

Safety and Security

7. Users shall not make changes to or disable software which has been installed on the Village's system and network for the purpose of:
 - (1) protection of the user and the Village's privacy and security; or
 - (2) protection of the network and system of the Village against viruses and malicious software.

8. Users shall not download and install software on the Village's systems without the approval of the Network Administrator.

Personal Accountability

9. A user shall not share or divulge any username or password issued to the user by the Village for the purpose of providing access to the internet resources of the Village.
10. A user of the Village's network and system shall identify themselves honestly, accurately, and completely when participating in all forms of electronic communication (e.g., email) and when participating in other interactive internet-based activities (e.g., social media).

Discipline

11. Any contravention of this Policy may result in discipline by the Village including, but not limited to confiscation of equipment of the Village, and disciplinary action up to and including termination of employment.