

CITY OF AIRDRIE
COMPUTER USE POLICY

Effective Date: July 21, 2003

Revision Date: _____

Approved By: City Council

Approved On: July 21, 2003

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PURPOSE:

The purpose of this policy is:

1. to provide guidelines and clarification for all users that are deemed to require access to City of Airdrie computers to assist in the fulfillment of their accountabilities; and
2. to ensure each user is responsible and accountable for the security and integrity of the City of Airdrie's corporate data and systems.

SCOPE:

The scope of this policy includes any individual who has or is responsible for a network login account used on any computer system that resides at any City of Airdrie facility, has access to the City of Airdrie network, or stores any non-public City of Airdrie information.

POLICY:

1. Appropriate Use

Computer access is provided to users to assist them in the performance of their accountabilities. Users are to conduct themselves in a professional and business-like manner when using computer resources. Examples of inappropriate use include pornographic material (pictures, stories, etc.), hate literature, propaganda; using computer resources for private business; interfering or disrupting other users through the electronic distribution of unsolicited advertising; consuming computer resources (drive space, paper, etc.) for personal use; using someone else's computer when they are logged in; sharing of logins and passwords; and allowing non-City of Airdrie employees or unauthorized users to access/use city computer equipment. Any and all usage must be able to survive public scrutiny and/or disclosure without causing embarrassment or concern to the user or the City of Airdrie.

2. Security

Each user will be provided with a valid login, which will allow access to the network. Login names and passwords are not to be shared (see Clause 3 below). Each user is accountable for all actions performed with their login name. Information that is of a sensitive nature or is classified as personal and/or confidential must not be exchanged via the Internet, as the Internet is an open, non-secure data carrier. Misuse of data, especially for personal gain, will be regarded in the same manner as other types of theft and fraud. A user shall not access data without proper authorization and must not use the network to make unauthorized entry to other information systems. Upon termination of employment, the user must return all City of Airdrie computer property in their possession, including visors, notebooks, etc.

3. Passwords

Passwords are used for various security purposes at the City of Airdrie. Some of the more common uses include user level accounts, web accounts, email accounts, screen saver protection, and voicemail password. City of Airdrie user passwords are not to be shared with anyone, including other City of Airdrie personnel. All passwords are to be treated as sensitive, confidential City of Airdrie information. All passwords must conform to the guidelines described in the City of Airdrie Password Procedures.

4. Network

Access to the City of Airdrie network is provided to each user as outlined in the City of Airdrie Computer Use Procedures. Information Systems conducts both nightly backups and weekly maintenance. Full 24-hour access is not available and network availability is affected by these procedures.

Each user is assigned a personal drive. Each department group is assigned a group drive that allows for the sharing of information among group members. All users have access to a shared global drive. It is the responsibility of the individual user to manage the storage and retention of digital data in alignment with the City of Airdrie Records Retention Schedule. All network drives are monitored by Information Systems for outdated data. These drives are backed up daily and are to be used for business purposes only. Individual user drive space limits may be imposed at anytime.

5. Internet and Email

Each user is provided with an email account and access to the Internet. Any email sent or received by a user becomes the property of the City of Airdrie. Because email and Internet systems are expensive and are valuable resources designed to enhance user productivity, and because inappropriate use of email and Internet does impose risk to the City, it is important that each user understands his/her responsibilities with respect to the System. Please refer to the City of Airdrie Internet Access Guidelines for requirements pertaining to email and Internet use.

6. Workstation/System

Each user is provided with the use of a workstation and access to the information system. It is important that each user understands the responsibilities with respect to the workstation and system:

Workstation

- Moving workstations or other peripheral devices is not permitted without prior approval and/or the assistance of Information Systems.
- Connecting unauthorized equipment to a City of Airdrie workstation or network is prohibited.
- All users are responsible for the cleanliness of their workstations and peripherals (keyboard/mouse).

Software

- Only approved software licensed and owned by the City of Airdrie is to be installed on City of Airdrie computers. Unauthorized software will be immediately removed and the Team Leader will be notified. Examples of unauthorized software include activated MSN Messenger, Games, Gator, etc.
- All software installations are to be done by Information Systems.

Background and Screen Savers

- Desktop backgrounds may be changed to .jpg or .bmp images.
- Only screen savers that were installed by default with the Operating System may be used.

Floppy Drives

- Floppy drives are not accessible to all users. If information is required from a floppy disk, users are asked to contact Information Systems to be directed to a designated workstation in the user's department or building to have the disk scanned for viruses, then copied to a network drive.

USB Ports

- USB ports are not accessible to all users. Users who require USB port access for installation of peripheral devices are asked to contact Information Systems.

Downloads

- Only acceptable downloads are permitted by users. Unacceptable downloads are to be performed by Information Systems. Users who download are asked to follow the Download Procedures which defines what are acceptable and unacceptable downloads, and the procedure to safely download information to the network. This is necessary to protect the system against the transmission of computer viruses.

Printing

- Users are encouraged to use duplex printing (double-sided printing).
- Printing personal information is discouraged.

7. Remote Access

It is the responsibility of the user (City of Airdrie employees, contractors, vendors and agents) with remote access privileges to the City of Airdrie corporate network to ensure that their remote access connection is given the same consideration as the user's on-site connection to City of Airdrie. Authorized users must ensure City of Airdrie policies are not violated and access is not used for outside business interests. The user bears full responsibility for the consequences should the access be misused. Please refer to the City of Airdrie Remote Access Procedures for requirements pertaining to remote access.

8. Application Service Providers

Only approved City of Airdrie users and groups may utilize the benefits of Application Service Providers. Please refer to the City of Airdrie requirements pertaining to Application Service Providers.

9. Monitoring and Tracking

Only authorized users are allowed access to the City of Airdrie Network. All authorized users should be aware that any and all network, email, and internet activity is monitored and logged.

Employees found to have violated this policy may be subject to disciplinary action in accordance with the Personnel Policy.

"Dan Oneil"
Mayor

"Karilyn Kitiuk"
City Clerk