

Village of Queen Charlotte

COUNCIL POLICY

Name of Policy: **Computer Use Policy**

Reference No: **10.0**

Date Adopted: **April 19, 2010** **R2010/21/09**

Purpose:

The purpose of this Computer Use Policy is to establish rules and guidelines for the use of Village of Queen Charlotte owned or leased computers, computer software and computer systems.

Scope:

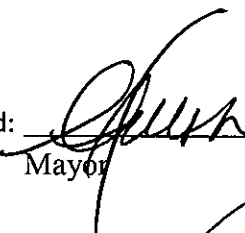
This Computer Use Policy includes the following related activities:

- User of computers and computer systems
- Protection of Privacy Issues
- Use and security of Passwords
- Computer based harassment and pornography
- Downloading and use of programs and unauthorized software
- Database management
- Personal use of e-mail or internet
- Confidentiality

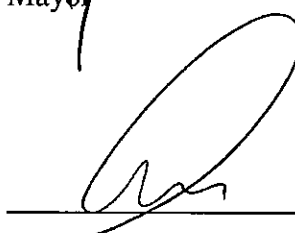
Policies:

1. Access to and use of computers and computer systems or networks is limited to Village of Queen Charlotte employees, members of council, contractors or volunteers working under the direction of an employee; .
2. All communications should be for professional reasons related to the business and services of the Village and as such are subject to monitoring and to access pursuant to the *BC Freedom of Information and Privacy Act*.
3. Passwords shall not be shared. Access to password protected systems shall be restricted to approved users only.
4. Passwords should be changed on a regular basis (3-6 months) for security reasons;

5. Harassment of any kind is prohibited. No messages or files with derogatory or inflammatory remarks about an individual's or group's race, religion, national origin, physical attributes or sexual preference may be displayed, transmitted or stored on Village computers.
6. Accessing pornographic sites is strictly prohibited.
7. To maintain system operations and prevent computer viruses, there will be no unauthorized downloading of software. All approved and licenced software will be loaded by the system administrator or by someone approved to do so by the system administrator.
8. Changes to Village programs or databases shall only be made by authorized persons who have responsibility for program or database management.
9. Access to the Internet and e-mail systems is provided for the benefit of the Village. Authorized users have a responsibility to ensure that use of these systems is consistent with this Policy and that all communications are conducted in a professional, productive and efficient manner. Occasional use for personal reasons is permitted subject to other provisions of this policy.
10. The confidentiality of information received or disseminated by e-mail or the internet shall be respected and shall not be shared with unauthorized persons without approval of the originator of the communication.
11. Violations of this policy shall be reported to the Chief Administrative Officer or to the Chief Financial officer and may result in loss of access to Village computer systems or in disciplinary action up to and including dismissal.

Signed: 
Mayor

april 20 / 10
Date



Chief Administrative Officer

APRIL 20 / 10
Date