

City of Prince Albert Statement of POLICY and PROCEDURE			
Department:	Corporate Services	Policy No.	30
Section:	Information Technology	Issued:	
Subject:	Electronic Communications Policy	Effective:	March 9, 2009
Council Resolution # and Date:	Council Resolution No. 0161 of March 9, 2009	Page:	1 of 4
		Replaces:	
Issued by:	Chris Cvik, Director of Corporate Services	Dated:	
Approved by:	Chris Cvik, Director of Corporate Services		

1 POLICY

- 1.01 The City of Prince Albert requires users of Electronic Communications to conduct themselves in a responsible and professional manner and to avoid the misuse of any City owned communications devices that could result in a negative impact on the reputation of the Corporation of the City of Prince Albert.
- 1.02 Users are responsible for their own electronic access accounts. As such, allowing others to use your electronic communications access (e.g., passwords) is prohibited.
- 1.03 The City reserves the right to control access to Electronic Communications and monitor its' usage to ensure proper working order, appropriate use by users and the security of data and systems.
- 1.04 The City maintains the right to utilize software that makes it possible to identify and block access to Internet sites deemed inappropriate to the work environment.
- 1.05 Failure to comply with this policy may result in disciplinary action up to and including termination, as well as other legal action or criminal charges.

2 PURPOSE

- 2.01 The purpose of the Electronic Communications Policy is to outline the principles under which individuals who access the Internet or Electronic Mail (e-mail) must adhere to while on City time and/or using City owned equipment.
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3 SCOPE

- 3.01 The policy applies to all Users of Electronic Communications including elected officials, employees, contractors, and volunteers or any other individual that has approval to use a City email account and/or City provided Internet access.

4 RESPONSIBILITY

- 4.01 Every user of Electronic Communications is responsible for ensure that their use is appropriate and consistent with this Policy.

5 DEFINITIONS

- 5.01 “**Electronic Communications**” includes the use of the Internet, faxes, phones, and electronic e-mail systems.
- 5.02 “**Objectionable Material**” includes pornography, hate literature, or any material which contravenes the Saskatchewan Human Rights Act. Objectionable Material may also include any material which is known or ought to be known to be offensive.
- 5.03 “**Sensitive Material**” includes personal, confidential protected information whose release is unauthorized.

6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

- 6.01 Saskatchewan Human Rights Commission
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7 PROCEDURE

- 7.01 Users of Electronic Communication should be aware that the City's computer system creates records of every Internet site visited and every email or fax message that is sent and that user's shall have no expectation of privacy. Management may access user files, including archived material without user consent for any purpose related to maintaining the integrity of the network, or the reputation of the City.
- 7.02 The Information Technology (IT) Department may provide periodic checks of electronic records (Internet, Email, or Fax) to ensure appropriate use by users, and to ensure the security of City data. Any evidence of inappropriate use will be forwarded to the Department Head for follow-up.
- 7.03 If you have questions about the Electronics Communications Policy, please contact your Department Head or email IT Support at Support@citypa.com
- 7.04 The following are examples on the types of inappropriate uses of Electronic Communication and do not represent a full and complete list.
- Using Electronic Communication for any illegal or unauthorized purpose.
 - Operating a personal business.
 - Participating in pyramid or chain email.
 - Violating any copyright or license requirements.
 - Downloading software directly onto your computer workstation without the involvement of the IT Department.
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- Viewing, downloading, printing, storing, forwarding, transmitting, or distributing any “*Objectionable*” material.
- Forwarding, transmitting, or distributing any “*Sensitive*” material.