

# EPHRAIM MOGALE LOCAL MUNICIPALITY



## INTERNET, COMPUTER NETWORK & ELECTRONIC APPLIANCE USAGE POLICY

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### DOCUMENT APPROVAL

Responsible Person:	Name	Signature	Date

Date approved: \_\_\_\_\_

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## **1. INTRODUCTION**

- 1.1 The policy aim to provide guidelines with regard to the use of computer equipments, network equipment and other devices or related electronic appliances made available by Ephraim Mogale Local Municipality to employees.
- 1.2 All computer resources, network resources and electronic information technology placed at the disposal of the employee by Ephraim Mogale Local Municipality including any desktop workstations, hard drive, computer monitors, printers, fax machines, networking facilities remain at all times the property of the Municipality.
- 1.3 As the property of the Municipality the identified resources may under no circumstances be removed from premises without a written concern obtainable from the Municipal Manager or his delegate.
- 1.4 Computers, electronic facilities and network facilities and information technology are made available to employees for the sole purpose of enabling them to perform their work and all work related activities.
- 1.5 All electronic equipment shall be used in a manner that is consistent with the standard of conduct normally expected from employees.

## **2. ACCESS TO THE INTERNET AND NETWORK FACILITIES**

- 2.1 Access to Internet, electronic mail and all other network facilities may be provided by the Municipality for the purpose of work and work related activities.
- 2.2 Access to the systems are not an absolute right and in deciding whether or not to grant and employees access to the system due consideration shall be

given to the nature of the employee's work and the possible benefits and possible disadvantages of providing the employee with such access.

- 2.3 No employee should have expectation of permanent access to all information systems provided by the Municipality, limitations may be placed on access if and only if such limitations can be justified by the reference to the Municipality's operational requirements and such limitations are applicable consistently.
- 2.4 Ephraim Mogale Local Municipality reserve the rights to restrict or to discontinue access to any or all of the electronic information systems, including access to the Internet or to electronic mail, provided that such restriction or discontinuation shall not be arbitrary or without a valid and fair reason.

### **3. LIMITED PERSONAL USE**

- 3.1 Employees may, within the limitations set out in the policy use electronic equipment for minimum personal use, provided that the personal use shall not interfere with the functionality, continued efficiency, and the structural and electronic integrity of the equipment.
- 3.2 The personal use to the electronic equipment, including computer network, printers and fax machines and other devices made available to employees who shall not exceed the bounds of reasonable use by them.
- 3.3 The Municipality reserve the right to place restrictions on electronic equipment and network facility use for personal use if the cost incurred by the personal use become excessive or for any other reason associated with the smooth running of Municipal activities.

### **4. CONFIDENTIAL INFORMATION**

- 4.1 In all forms of network and internet access and communications, employees who use these systems shall take exceptional care not to disclose confidential information.

- 4.2 Confidential information include, but not limited to stakeholder information, marketing and other strategies, information that relates t the critical and confidential issues of the Municipality and financial information or information about management and other employees.

## **5. ELECTRONIC MAIL**

- 5.1 Employees who have access to the electronic mail system provided by the Municipality shall ensure that their personal use is kept within reason and does not cause an excessive burden the electronic systems.
- 5.2 Employees who have access to the electronic mail shall include, in all messages communicated or intended to be received by the person or institution outside the Municipality, a statement that the employee makes all statement contained in the electronic mail in their personal capacity and that their statements as contained in the electronic mail should not be construed as being official position of the Ephraim Mogale Local Municipality, the organization, management and any other employee.
- 5.3 No employee may transmit to any other employee or any other network recipient irrespective of the network to which the recipient is connected any electronic mail message or any other attachment of whatever form which constitutes unauthorized and unsolicited material or the commercial advertising of businesses other than the business of Ephraim Mogale Local Municipality.
- 5.4 No employee shall use electronic mail system for the purpose of indicating or gaining or promoting support of any political party, any religion or denomination.
- 5.5 No employee shall excessively cross post electronic messages to other users, bearing in mind that the domain name of the electronic mail address is associated with the business and therefore cannot be used to visit sites that may bring the Municipality into disrepute or associate the Municipality with activities that are harmful to the image or function of the business.

- 5.6 No employee may send to another employee electronic mail messages with or without attachments of whatever form that constitute sexual harassment in the form of unwelcome sexual attention or material of whatever nature. The sending of electronic mail message that constitute sexual harassment may lead to disciplinary action against the implicated employee.
- 5.7 Ephraim Mogale Local Municipality may further impose reasonable restrictions on the use of the electronic mail system.

## **6. GENERAL PROHIBITIONS**

The following practices in respect of computer or network equipment are specifically prohibited.

- 6.1 the viewing, storing, downloading or forwarding of sexual explicit or sexual suggestive text, images, moving images, sound files or sound recording.
- 6.2 racial prejudice, harassment, intimidatory or defamatory.
- 6.3 Any form of system “hacking” including but not limited to attempting to gain access to restricted resources either within the organization or outside the network provided by the Municipality, impersonating another user, damaging or deleting files of another user or obtaining such information without authorization the access code of password of another user.
- 6.4 The downloading, installation or using of unlicensed or unauthorized software.
- 6.5 Any form of violation of network security, including but not limited to the unauthorized access to or the use of data, systems or network, unauthorized interference with network servers or equipment.

## **7. PRIVACY**

- 7.1 Noting that the electronic equipment remains the property of Ephraim Mogale Local Municipality employees should have no expectation of absolute privacy in respect of information files and messages stored on the computers made available to them.
- 7.2 Ephraim Mogale Local Municipality may monitor the use of electronic mail system and any access to the network or the Internet by compiling lists of electronic mail messages that are sent to other users, to other networks and all accesses to information stored on the networked systems outside the computer network system.
- 7.3 Employees shall maintain sufficient control over their electronic identity based on the password assigned to an employee to gain access to the system whether directly or through a remote system. Employees shall without delay report any suspicions of access violations.
- 7.4 No employee shall store, disseminate or distribute password or related system access information to any person not properly identified or without due authorization.
- 7.5 If allegations relating to serious misconduct, including allegations of sexual harassment, intimidation, fraud or theft, are made against an employee, Ephraim Mogale Local Municipality reserve the right to intercept and read the content of any communication issued, sent, received, forwarded or transmitted using its equipment.

## **8. CONSEQUENCES OF ABUSE**

- 8.1 The abuse of computers and networks and information technology constitutes misconduct which could lead to disciplinary action being taken against the employee in question.
  - 8.2 In cases of severe abuse or breaches of this policy an employee may face dismissal for misconduct.
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