

POLICY NO:	AD 011
POLICY TITLE:	TECHNOLOGY SYSTEM MANAGEMENT
DEPARTMENT:	ADMINISTRATION
APPROVAL DATE:	38-06-06 (June 2006)
REVISION DATE:	
REVIEW DATE:	

Policy Statement:

The County of Vermilion River No. 24, as the owner of its technology, provides its' users access to technology tools in order to facilitate tasks for municipal operations and these technology tools must be used in an acceptable manner that does not jeopardize the operation of the technology itself / the system or the security of the data these manage.

Definitions:

1. Technology includes: computers / networks and associated programs / software, internet
2. Security may include: access levels, barriers, and passwords
3. Scheduled Hours of Work, for the purpose of this policy only, does not include approved rest and or meal periods
4. Users includes: County employees and contractors, who have been hired by the County and given permission to access to specific County technology for a specific period of time

Guidelines:

For acceptable / not acceptable terms of use / conduct when using County technology

1. All computers must have passwords associated with login, software or documents and these must be registered and approved by administration.
2. Computers must be logged off or locked at the end of each work day.
3. Users will take due care and attention when working with or handling county equipment.
4. Email – Virus protection procedures shall be adhered to as per the standard operation procedures. All emails received or sent on a county computer are the property of the County and should be treated as such.
5. Work documents must be stored on the shared directory unless other arrangements have been approved. Personal documents are not permitted to be stored on the shared directory.
6. All users must comply with licensing or copyright agreements; no infringement on this is permitted.

7. Copying installing and removing software programs from computers and networks is prohibited. Only an appointed staff member or the County's IT contractor is permitted to carry out these procedures.
8. Access to county computers/laptops and technology is limited to Users
9. No personal downloading of software, music or streaming audio is permitted. executables (no downloads of screen savers)
10. Employees only may use County Internet services for personal improvement outside of scheduled Hours of Work, provided that such use is consistent with professional conduct and not used for personal financial gain.
11. Users of County technology are to be aware that the County may exercise its right to monitor the computer use of any User without notifying the employee that they are doing so.
12. Users who breach this policy are subject to corrective / disciplinary action / consequences ranging from computer privileges being revoked to dismissal.

Implementation:

1. Standard Operating Procedures are to be developed related to this policy
2. Monitoring and Security tools / procedures will be researched / updated periodically
3. This policy will be part of the Hiring Package / Contractor Agreement provided before they commence work for the