

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL	AM - 7.2.1
Section Information Systems Management	Subject Information Technology Policy

1.0 Purpose and Application

1.1 This policy applies to all users of the County’s network or systems. The intent of this policy is to provide guidelines for the proper use, protection and security of all information technology resources under the ownership or control of the Municipality of the County of Annapolis.

2.0 Authority

2.1 This policy is enacted pursuant to the Subsection 48(3) of the *Municipal Government Act*, as amended.

3.0 Definitions

In this policy:

- 3.1 “network” – means a collection of systems interconnected by communication channels that allow sharing of resources and information, including connectivity to the internet where applicable;
- 3.2 “Network Administrator” - means the Chief Administrative Officer or designate;
- 3.3 “software” - means the entire set of programs, procedures, and related documentation associated with a system;
- 3.4 “system” means a communication device and software designed to accept data, perform prescribed mathematical and logical operations at high speed, and display the results of these operations. Such devices include computers (e.g., desktop, laptop), tablets, mobile devices (e.g., cell phones, smart phones), and landline telephones;
- 3.5 “user” means the Warden, the Deputy Warden, a Councillor or an employee of the Municipality of the County of Annapolis or another individual who is authorized to use the County’s network or systems.

4.0 General Provisions

- 4.1 Users are permitted to use the County’s network and systems for reasonable personal use provided such activity does not contravene other provisions of this policy.
- 4.2 Users shall not access the following categories of websites while using the network or systems of the Municipality of the County of Annapolis:
 - (a) piracy sites;
 - (b) sites that promote, foster, or perpetuate discrimination on the basis of race, creed, colour, age, religion, gender, marital status, physical or mental disability, or sexual orientation;
 - (c) sexual content and sites that link to sexual content;
 - (d) sites that are illegal or promote illegal activity contrary to the laws of Canada or Province of Nova Scotia;
 - (e) any other material that reasonably be considered offensive or is inconsistent with the employment relationship.
- 4.3 Modifying settings or configurations, sharing passwords, and downloading, installing, or uninstalling software without the permission of the Network Administrator is prohibited.

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- 4.4 A user who accidentally connects to a website described in the previous section must immediately disconnect from the site and notify IT personnel of the incident. Additionally, a person who reasonably believes that the County’s security has been put at risk should report the matter to the Network Administrator immediately.
- 4.5 Users shall not make changes to or disable software which has been installed on the Municipality’s system and network for the purpose of:
- (a) protection of the user and the County’s privacy and security; or
 - (b) protection of the network and system of the Municipality against viruses and malicious software.
- 4.6 A user shall not share or divulge any username or password issued to the user by the Municipality for the purpose of providing access to the network resources of the County.
- 4.7 A user of the County’s network and system shall identify themselves honestly, accurately, and completely when participating in all forms of electronic communication (e.g., email) and when participating in other interactive internet-based activities (e.g., social media and blogs).
- 4.8 Any contravention of this Policy may result in discipline by the including, but not limited to confiscation of equipment of the Municipality, and for employees disciplinary action up to and including termination of employment.

Municipal Clerk’s Annotation for Official Policy Book	
I certify that this policy was adopted by Municipal Council as indicated below:	
<i>Seven (7) Day Notice</i>	<i>September 9, 2014</i>
<i>Council Approval</i>	<i>September 16, 2014</i>
<u><i>Carolyn Young</i></u>	<u>September 17, 2014</u>
Municipal Clerk	Date
At <u>Annapolis Royal</u> Nova Scotia	

Revisions:

AM-7.2.1 Information Technology Acceptable Use Policy – Approved March 18, 2008;

Amended December 16, 2008;

Repealed and replaced with *AM-7.2.1 Information Technology Policy* September 16, 2014