



## CITY POLICY

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**SECTION: MUNICIPAL GOVERNMENT**

**NO: MU – IN – 01**

**REFERENCE: Information Management**

**Date: October 19, 2009**

**Next Review Date:  
October 2011**

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**TITLE: Acceptable Use of Electronic Communications**

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### **1.0 PURPOSE**

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The Corporation of The City of Dryden provides its users with Internet access and electronic communications systems as required for the performance and fulfillment of job responsibilities. All communications systems are the property of the City of Dryden.

Users must understand that this access is for the purpose of increasing productivity and not for non-business activities. Users must also understand that any connection to the Internet offers an opportunity for non-authorized users to view or access corporate information. Therefore, it is important that all connections be secure, controlled, and monitored. Inappropriate use exposes the City of Dryden to risks including virus attacks, compromise of the network systems and services and legal issues.

To this end, users in the City of Dryden should have no expectation of privacy while using city-owned or city-leased equipment. Information passing through or stored on company equipment can and will be monitored. Users should also understand that the City of Dryden maintains the right to monitor and review Internet use and email communications sent or received by users as necessary.

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### **2.0 DEFINITIONS**

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2.1 Electronic communication systems include, but are not limited to:

- (a) Internet/Intranet;
- (b) Email;
- (c) Cell phones, personal digital assistant (PDA), etc.; and,
- (d) Personal computers

**This policy is subject to any specific provisions of the Municipal Act, or other relevant legislation or Union agreement.**

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**3.0 SCOPE**

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- 3.1 This policy applies to all employees, contractors, consultants, volunteers and other users at the City of Dryden, including those affiliated with third parties whose work necessitates the use of electronic communications systems while performing work at the City of Dryden or using any city owned or affiliated systems.
- 3.2 The City of Dryden's computer systems and enterprise network must be used only for business activities. Legitimate streaming media use, such as when streaming media applications and files are employed to conduct research, view financial and media reports, or complete company-sponsored training programs, constitutes acceptable use.

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**4.0 PERMITTED USE**

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- 4.1 The Internet and other electronic/data communications systems of the City of Dryden are primarily for business use. Occasional and reasonable personal use is permitted, provided that this does not interfere with the performance of work duties and responsibilities.
- 4.2 Users may send and receive email attachments that do not exceed 10 MB in size, provided that all attachments are scanned before they are opened by the City of Dryden's chosen antivirus software.

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**5.0 PROHIBITED USE**

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- 5.1 Users shall not use the City of Dryden's Internet or email services to view, download, save, receive, or send material related to or including but not limited to:
- (a) offensive content of any kind, including pornographic material;
  - (b) promoting discrimination on the basis of race, gender, national origin, age, marital status, sexual orientation, religion, or disability;
  - (c) threatening or violent behavior;
  - (d) illegal activities;
  - (e) commercial messages;
  - (f) gambling;
  - (g) sports, entertainment, and job seeking sites;
  - (h) personal financial gain;

**This policy is subject to any specific provisions of the Municipal Act, or other relevant legislation or Union agreement.**

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**5.0 PROHIBITED USE**

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- 5.1 Users shall not use The City of Dryden's Internet or e-mail services to view, download, save, receive, or send material related to or including but not limited to: (Cont'd)
- (i) forwarding email chain letters;
  - (j) intentional spamming email accounts from the City of Dryden's e-mail services;
  - (k) material protected under copyright laws;
  - (l) sending business-sensitive information by email or over the Internet;
  - (m) dispersing corporate data to The City of Dryden's customers or clients without authorization;
  - (n) tampering with your company email address in order to misrepresent yourself and the company to others; and,
  - (o) using another email system for conducting corporate business other than the City's maintained email system in the domain [www.dryden.ca](http://www.dryden.ca) .

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**6.0 PEER TO PEER (P2P) FILE SHARING**

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- 6.1 Included in this policy is prohibited use of Peer-to-Peer (P2P) file sharing applications and the goal is to:
- (a) address any potential liability from instances when employees down load copyrighted materials;
  - (b) minimize network disruption; and,
  - (c) protect the City's intellectual property.
- 6.2 Liability:
- 6.2.1 Although many materials have been placed on P2P networks with a creator's consent, much of the material (images, software, movies, music, and video) has been duplicated from copyrighted materials. Downloading such files onto the City of Dryden network or a client machine places the City of Dryden at significant risk for legal action by the copyright holder and other organizations. File-sharing networks also provide ready access to pornography or other offensive material, subjecting the City of Dryden and its employees to additional legal risk.

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**6.0 PEER TO PEER (P2P) FILE SHARING (Cont'd)**

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6.3 Network Disruption:

- 6.3.1 While the City of Dryden has significant network resources (Internet bandwidth) to accommodate all business-related activity, performance can degrade significantly when P2P file-sharing applications are used.

6.4 Security:

- 6.4.1 P2P networks can introduce significant gaps in an otherwise secure network. Threats such as worms and viruses can easily be introduced into the City of Dryden's network. P2P applications, if modified, can also allow users outside the City of Dryden to gain access to data on the employee's computer or even the corporate network.

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**7.0 STREAMING MEDIA**

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- 7.1 Streaming media broadcasts, such as those that work with Microsoft Corporation's Windows Media Player, RealOne Player, QuickTime Player, Yahoo, Inc.'s LAUNCH cast and other streaming media applications, consume significant network bandwidth and can delay access to and/or prevent other employees from accessing legitimate business resources and completing business-critical tasks. Streaming media files also require large amounts of storage space when saved to a hard disk. In order to ensure the organization's resources are used properly, and in order to minimize costs, all the City of Dryden's employees are responsible for ensuring that the streaming media files they download over the organization's computer network and/or store on their company-provided personal computers serve specific business-related purposes.
- 7.2 The City of Dryden's computer systems and enterprise network must be used only for business activities. Legitimate streaming media use such as when streaming media and file are employed to conduct research, view financial and media reports or complete City sponsored training programs, constitutes acceptable use.

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**8.0 RESPONSIBILITIES**

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- 8.1 The City of Dryden's users are responsible for:
- (a) adhering to this policy and of the networks accessed through the City of Dryden's electronic communications systems;
  - (b) abiding by existing Federal, Provincial and local telecommunications and networking laws and regulations;

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## **8.0 RESPONSIBILITIES**

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- 8.1 The City of Dryden's users are responsible for: (Cont'd)
- (c) following copyright laws regarding protected commercial software or intellectual property;
  - (d) minimizing unnecessary network traffic that may interfere with the ability of others to make effective use of the City of Dryden's network resources;
  - (e) not overloading networks with excessive data or wasting the City of Dryden's other technical resources; and,
  - (f) Ensuring all corporate business conducted through email is undertaken using the City's maintained e-mail system in the domain [www.dryden.ca](http://www.dryden.ca).

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## **9.0 VIOLATIONS**

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- 9.1 Violations will be reviewed on a case-by-case basis and dealt with in accordance with the City of Dryden's Discipline Policy and Procedures (HR-DI-01).
- 9.2 Your signature, on the form attached, indicates that you have received and read or have been read and understand the City of Dryden's Acceptable Use of Electronic Communications Policy. Your signature does not necessarily mean that you agree with each and every provision of the policy. However, it does indicate that you will abide by the regulations set forth in the above policy.

History			
<b>Approval Date:</b>	January 22, 2007	<b>Approved by:</b>	Council Resolution
<b>Amendment Date:</b>	October 19, 2009	<b>Approved by:</b>	By-law 3719-2009
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