



Shire of Wyndham East Kimberley
Council Policy Manual
IT2

POLICY No.	IT2
DIVISION	Information Technology
SUBJECT	Internet Access
REPORTING OFFICER	Information Co-ordinator
ENABLING LEGISLATION	Local Government Act 1995 Section 2.7

OBJECTIVE:

Provide guidelines on the use of the Shire Internet service by employees of the Shire of Wyndham East Kimberley

POLICY:

Internet access is provided as a corporate resource for Shire purposes.

Though the internet is provided through the Shire's computer network, it should not be seen as a mandatory requirement for each and every position within the organisation. Incidental use of the Shire's internet facilities for personal use is permitted as long as it doesn't hinder or harm the operations of the Shire of Wyndham-East Kimberley. Management reserves the right to restrict access to internet facilities at its discretion.

Use of another employee's logon and password to access the Internet is forbidden, unless explicit permission has been given by the nominated employee.

All access to the Internet can and is monitored and access to any inappropriate site is strictly forbidden.

Inappropriate Internet sites are those which:

- Contain material of a violent, sexual, illegal, racist or defamatory nature;
- Promote or advertise any illegal activity;
- Promote or publish pornography;
- Promote the propagation of software or viruses which may interfere with the normal operation of any computer system or the network; and
- Display or refer to any material which may be identified as inappropriate by the Chief Executive Officer.

The use of Hotmail or similar facilities for private email is also governed by the Shire's Email policy (Policy No. IT1).

Access to internet chat or live forum sites are strictly forbidden during working hours.

Abuse of the internet facility will not be tolerated and may result in disciplinary action and access to the internet removed.

ADOPTED: 20/07/04



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REVIEWED:
AMENDED: