



LAC LA BICHE COUNTY POLICY

TITLE: COUNCILLOR ELECTRONIC EQUIPMENT USE	POLICY NO: CS-11-009
RESOLUTION: 10.081	EFFECTIVE DATE: MARCH 9, 2010
LEAD ROLE: MANAGER, LEGISLATIVE & INFORMATION SERVICES	NEXT REVIEW DATE: DECEMBER 31, 2012
SPECIAL NOTES/CROSS REFERENCE:	AMENDMENT DATE:

POLICY STATEMENT:

Lac La Biche County recognizes the importance of providing Elected Officials with electronic equipment to assist in the performance of their duties as Councillors. As electronic equipment is the property of Lac La Biche County, it is desirable to establish policies for the use of this equipment to ensure that it is used appropriately and for its intended purpose.

PROCEDURE:

1. Administration:

- i. Each Elected Official shall be provided with a laptop and fax machine at the commencement of their term as Council Member for Lac La Biche County. The Mayor will additionally be provided with a cell phone.
- ii. All electronic equipment shall remain the property of Lac La Biche County where Councillors will have the option at the end of their term (or upon resignation from Council) to return all hardware and software to Lac La Biche County; or purchase the same at a cost that is considered fair market value. Any software installed on the equipment at the time the Councillor leaves office will no longer be supported or licensed.
- iii. Upon returning the electronic equipment, the Legislative and Information Services Department will remove all personal data and secure the equipment for distribution to the next Council Member, or other County user as deemed appropriate by Administration.
- v. Each Council Member shall accept responsibility for the safety and security of electronic equipment and information stored within it. It is expected that Council Members will use passwords to protect sensitive County information. Significant damage or replacement costs shall be the responsibility of the individual Councillor. All other repairs will be the responsibility of Lac La Biche County.
- vi. When requested through the Chief Administrative Officer, or designate, Administration will provide technical support to individual Council Members. This includes, but is not limited to, group laptop training sessions and at home installations/connections.

- viii. Should Council become aware of any Council Member failing to follow this policy, the matter will be reviewed and discussed at a Regular Council meeting.

2. Hardware/Software:

- i. The Legislative and Information Services department will ensure that all Councillor laptops are appropriately equipped with software to assist Council Members in executing their duties. Should an individual Council Member require additional software, associated costs will be allocated to their Computer Supplies budget. In order to obtain approval for office use of computer software purchased or downloaded by Councillor, the following criteria must be met:
 - a. Software must be specifically job or project related;
 - b. Software must first have approval from the Legislative and Information Services Department.
 - c. Software must pass an in-house virus check; and
 - d. Proof of purchase, license, and/or authorization must be presented.
- ii. Installation or use from a removable disk of unauthorized computer software is prohibited, unless it has been provided for use by the Legislative and Information Services Department.
- iii. Installation or use of computer games from a removable disk is prohibited.
- iv. Downloading of computer software or games from a Bulletin Board System and/or the Internet is prohibited unless Legislative and Information Services has authorized the process.
- v. The use of a personal Laptop/Notebook PC or software compiled via a home personal computer with any Lac La Biche County PC or peripheral device must be approved by the Legislative and Information Services Department.
- vi. No Council Member is authorized to access a PC assigned to another Councillor without their approval.
- vii. PC configuration can only be changed or updated by the Legislative and Information Services Department.
- viii. Lac La Biche County will be held harmless in cases where there is violation of computer software copyright laws by a Councillor. Council Members shall be responsible for any fines, imprisonment, etc. that are related to computer software copyright infringement.
- ix. Software that is the property of Lac La Biche County should not be supplied to anyone except by the authorization of the Chief Administrative Officer or his/her designate.
- x. Hardware that is the property of Lac La Biche County should not be removed or relocated by anyone except by the authorized staff of Legislative and Information Services.

3. Use:

- i. Council Members will acknowledge that all information stored electronically on the County issued laptops is under the control of Lac La Biche County and therefore subject to the use, collection and disclosure provisions of the Freedom of Information and Protection of Privacy Act, R.S.A., 2000 and amendments thereto.
- ii. Under no circumstances shall a Council Member use the Lac La Biche County issued laptop to knowingly transmit, retrieve or store any communication that is:
 - a. Discriminatory or harassing;
 - b. Derogatory to any individual or group;
 - c. Obscene, sexually explicit or pornographic;
 - d. Defamatory or threatening;
 - e. In violation of any license governing the use of the software;
 - f. Engaged in for any purpose that is illegal or contrary to Lac La Biche County policies, bylaws or business interests; or
 - g. Used in such a way to damage the name or reputation of Lac La Biche County, its Council Members or employees.
- iii. Council Members shall use the laptops primarily for Lac La Biche County business. However, limited, occasional or incidental use of County laptops for personal or non-business purposes is understandable and acceptable provided that the use does not negatively impact Lac La Biche County in any manner.

4. Use of Internet Services at the County Center Office:

- i. Wireless internet service shall be available at the County Center Office for Council Member's use. Lac La Biche County will not reimburse Council Members for any costs related to personal or at home internet service installations or provisions.
- ii. Councillors must conform to reasonable professional standards for use of Internet services. Examples of inappropriate conduct include (but are not limited to):
 - a) Use of the Internet for unlawful activities.
 - b) Use of abusive or objectionable language in either public or private messages.
 - c) Misrepresentation of oneself or one's County agency.
 - d) Sending chain letters.
 - e) Using official dissemination tools to distribute personal information.
 - f) Other activities that could cause congestion and disruption of networks and systems.
- iii. Use of fee-for-service providers on the Internet is not allowed unless there has been proper authorization from the Chief Administrative Officer or his/her designate.
- iv. Councillors are obligated to use the Internet in a responsible and informed way that conforms to network etiquette, customs and courtesies.

- v. The Internet is an unsecured system and should never be used to transmit confidentially sensitive information, unless the communication has been encrypted to ensure security.
- vi. When using the Internet, Councillors should identify themselves properly.
- vii. While using Lac La Biche County equipment, users shall avoid representation of the County in newsgroups, chat rooms, or other Internet communities unless specifically authorized by Council to act in an official capacity.
- viii. The use of Telnet Services on the Internet is not authorized unless there has been prior approval from the Legislative and Information Services department.
- ix. The use of File Transfer Protocol Services for downloading files from the Internet is limited to information related to work activities performed at Lac La Biche County.

5. Email:

- i. Each Council Member shall be issued a Lac La Biche County email account in order to conduct County business. However, upon request of the individual Council Member, Administration shall make provisions to forward all correspondence from the County email account to the Council Member’s personal/business account.
- ii. Council Members shall govern their email use accordingly and thus adhere to the Best Practices detailed in Schedule “A” of this policy.

“Original Signed”
Chief Administrative Officer

March 12, 2012
Date

“Original Signed”
Mayor

March 12, 2012
Date

Schedule 'A'
Councillor Email Usage
Best Practices

Use of Electronic Mail Services on the Internet

The content and maintenance of a user's electronic mailbox and shared filed storage areas are the user's responsibility. Users should:

1. Check electronic mail daily.
2. Use signature blocks on electronic mail messages to recipients outside of the County. Signature blocks can be set up by IT department or Councillor and will include the user's name, electronic mail address and phone number(s).
3. Be aware that electronic mail is not private communication; others may be able to read or access mail. Electronic mail may best be regarded as a postcard rather than as a sealed letter.
4. Use capitalization sparingly. Capitalizing long portions of a communication is called "shouting" and is considered rude.
5. Asterisks or underscored characters can be used for emphasis.
6. Delete unwanted messages or files immediately because they take up disk storage space.
7. Keep messages stored in electronic mailboxes to a minimum.
8. Transfer to disks for, future reference, any messages or files to be saved.
9. Seek to quash argument on the Internet. If one is flamed ignore the flame, respond with a rational presentation of one's views, or admit an error (if appropriate). Usually, flames will dissipate if one does not "add fuel to the fire."
10. Allow adequate time for electronic messages to travel on the Internet. Also, allow time for responses to postings.