

## Annexure H

# **INTERNET & E-MAIL USAGE**

### **General**

Council's E-Mail and internet facilities were introduced to facilitate communication and access to information in order to promote Council's interests. The use thereof for private purposes may not interfere with Council's interests. Council reserves the right to suspend any user's access to the Internet and/or E-Mail.

This policy applies to network-connected computers and stand-alone computers with dial-up modems.

Disregard of this policy may result in disciplinary action.

### **Official**

Software may be downloaded from the Internet by IT Personnel only.

Users must use their own names and passwords and not disclose these to any other person. A user may be held responsible for all activities that take place under his/her user name and/or password.

Users' E-Mail and website visits are recorded. Council reserves the right to investigate these records in the execution of its duties and cannot guarantee any privacy in the use of E-Mail or websites.

Information on Council and its activities may not be sent to outsiders or loaded onto the Internet without the Municipal Manager's consent.

Copies of any official E-Mail sent or received must be forwarded to registry for filing with the necessary file reference number, if possible.

E-Mail that is no longer required must be deleted.

Only computers on which Council's official anti-virus programme is active, may be used for external E-Mail or internet access.

Users must immediately inform IT personnel when they receive a virus warning.

The contents of E-Mail and websites may not be illegal or give offence to any other person. Users may not become involved in the exchange of unsuitable written or graphic material.

The contents of E-Mail may not be sent in an illegal format.

### **Private**

E-Mail may not be used for jokes or pranks, nor to intimidate, harass or annoy other persons. It may also not be used as advertising medium to promote private interests.

Users may not add their E-Mail addresses to advertising mailing lists on websites for private purposes.

The internet and E-Mail may be used for private purposes only if no official work activity is adversely affected and no other rules of Council are contravened.

The internet or E-Mail may not be used for any illegal activities.

Private mailing lists are prohibited.

No private E-Mail from an external source may be distributed to other officials.

Users are expressly prohibited from responding to E-Mail chain letters, or forwarding such letters or starting chain letters. When a chain letter is received, it must be deleted immediately.

***NOTE: This policy may not be used to victimise or target employees. Fair and reasonable application of this policy must be maintained.***

**E-Mail and Internet User Permission Form:**

The below mentioned form must be completed by an employee prior to utilising the Council's internet and E-Mail facilities:

I \_\_\_\_\_ having been provided with the use of the Council's E-Mail and internet E-Mail system have read and understood the usage policy.

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**Signature**

**Date**

I \_\_\_\_\_ being the Manager of the above user, confirm that the user has been given permission to use the following E-Mail systems:

\_\_\_\_\_ (Internal) E-Mail system

\_\_\_\_\_ (External) E-Mail system

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**Signature**

**Date**

*Attachment: The IT Department to attach a list of illegal activities and guidelines that are to be followed on the application of the policy.*