

MUNICIPALITY OF THE DISTRICT OF YARMOUTH

<b>COMPUTER USAGE AGREEMENT Policy</b>  C-028-07	Effective Date: August 10, 2011
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**Agreement for the use of Laptop Computers, Software, Network, and Related Technology Components and Services Supplied by the Municipality for Members of Municipal Council and Municipal Employees.**

**INTRODUCTION:**

The Municipality of the District of Yarmouth recognizes the importance and benefit of the Internet and of electronic communication network systems in today's municipal government environment. It is committed to the goal of promoting computer-mediated communications throughout the Municipality's organization. Accordingly, the Municipality desires to move towards an information management system that provides for the electronic delivery and acquisition of Municipal Council/Committee agendas, minutes, reports, budget documents, correspondence and other like materials to Council Members and employees to the extent that such an approach is feasible and appropriate. In pursuit of this goal, the Municipal Council has approved the purchase of lap top computers, software, related hardware and components, as well as Internet and network access for the use of Municipal Councilors and employees. This agreement identifies the understandings that apply for the acquisition and usage of the computer laptops and related software, hardware and services that are being provided to each Municipal Councilor and employees.

**1. UNDERSTANDINGS CONCERNING OWNERSHIP**

**1.1** Computers, software, and hardware supplied to members of Municipal Council and Municipal employees remain the property of the Municipality. Usage of computers and Internet/network services is intended for the lawful business of Council members and employees in the performance of their civic responsibilities.

**1.2** In the event that an individual ceases to be qualified to serve on Municipal Council or ceases to be a Municipal employee, Internet/network provision will be discontinued and computer-related equipment and supplies that have been provided to the former Council member will be returned to the Municipality within three days of the individual leaving office. Employees will return to the Municipality, all equipment, the day employment ceases

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**1.3** Municipal Councillors and employees take responsibility for the safe keeping and storage of all Municipal property including software and hardware while in their possession.

## **2. UNDERSTANDINGS CONCERNING COMPUTER AND INTERNET/NETWORK USAGE**

**2.1** Members of Municipal Council and employees will use the computer hardware, software and related services that are supplied by the Municipality mainly for undertaking their civic responsibilities as Municipal Councilors and employees.

**2.2** Council members and employees agree to do their utmost to become familiar with the computer-mediated communication applications including electronic mailbox management and to obtain information and required training from the Municipality's Information Technologist, so as to be able to make the best use of the resources provided.

**2.3** Municipal property has been supplied to Councillors and employees as tools and to assist them in the completion of their duties and responsibilities and shall not be used for the following unacceptable intent:

1. the deliberate or inadvertent spread of computer viruses.
2. breaking into accounts or cracking passwords.
3. intentionally visiting sexually explicit websites, websites dedicated to prejudice and racial discrimination, and any other websites that are obviously contrary to socially appropriate ideals.

**2.4** Councillors and Employees agree and understand that some of the information which is transmitted and received is of a confidential nature and shall be respected as such, and shall not be transmitted, electronically or otherwise to any other parties.

**2.5** External IT support for setup and continued usage shall be at the discretion of the Chief Administrative Officer

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**ACKNOWLEDGEMENT:**

I have read the above information and agree to the understandings and provisions herein identified.

\_\_\_\_\_  
**Signature of Council Member/ Employee**

\_\_\_\_\_  
**Date**

**A copy of this agreement will be retained at the Municipal Office and a copy shall be retained by the Member of Council/Employee.**

**CAO's Annotation for Official Policy Book**

Date of Notice to Council members of Intent to Consider July 25, 2011

Date of Passage of Current Policy August 10, 2011

I certify that this Policy was adopted by Council as indicated above.

Ken Moss                      Aug 10, 2011  
CAO                                      Date

**Date last reviewed: August 10, 2011**  
**Date of last amendment: August 10, 2011**