

Corporate Acceptable use of business systems

Introduction

Users of business systems within the Shire of Cape (the Shire), must do so in accordance with the Shire's Code of Conduct, other policies, standards, local laws and regulations.

This policy applies to the use of any information, software, network resources, electronic and computing devices, which are used to conduct business or interact with internal networks and business systems owned or operated by the Shire.

Purpose

1. To help maximise efficiency.
2. To assist staff and council in the appropriate use of the Shire's business systems.
3. To inform staff and councillors about the possible consequences of misuse, including the risk of compromise to the network systems and services, legal issues, and exposure to cybercrime.

Policy statement

1. Business first: business systems assets and service are made available to approved personnel to perform their duties. Limited reasonable personal use is permitted provided this does not breach the intent of this policy or impact work performance.
2. Protect our interests: business system resources should not be used in a way that breaches the code of conduct and exposes the organisation to risk, or for promoting interests other than those of the Shire.
3. Approved components: Only authorised equipment, software, and services can be introduced and used in the Shire's environment.
4. Lawful use: business systems, assets and resources can only be used for lawful activities and cannot be used for any activities which may contravene any laws or regulations that the Shire must comply with.
5. Transparency: business systems resources can be subject to the *Freedom of Information Act 1992 (WA)*. As public records, they are subject to records keeping requirements. Responsibility rests with the individual to ensure all records are registered correctly.
6. Report issues: if you see something that doesn't seem right, let us know. Security is everyone's responsibility.

7. Acceptable use

Users of the Shire's business systems will:

- a. Always maintain the good image of the Shire when conducting electronic exchanges through a high standard of professionalism that incorporate the Shire's ethics and decorum.
- b. Use the Shire's systems and networks only for purposes that are legal and authorised.
- c. Do not access or propagate offensive, illegal or pornographic material.
- d. Maintain the security, integrity and confidentiality of all data and services.
- e. Adhere to all record management and archiving practices and guidelines as outlined in the code of conduct.
- f. Obtain authority from the business services team before purchasing or installing hardware, software or other external services.
- g. Take all reasonable steps to protect the Shire's systems or any stored information/data.
- h. In no way attempt to bypass the Shire's security systems and procedures to compromise information or services.
- i. Ensure that all user, generic, service, system, network and database accounts are secured using a strong password as defined by internal procedures.
- j. Agree that all hardware and intellectual property remains the property of the Shire.

8. Reasonable personal usage:

Provided this does not breach the intent of this policy, or impact on work performance, it is acknowledged that users may, on occasion, use business systems for personal usage.

9. Monitoring:

The shire reserves the right to ensure compliance to this policy through various methods, including but not limited to monitoring usage, reviewing logs, accessing cookie history, and engaging internal and external audits. Users acknowledge that their usage may be monitored.

System and internet services may be monitored to ensure the continued security, reliability and usefulness of the internet connection. Information gathered from this monitoring will be made available to the appropriate person(s) if an employee is believed to have breached this policy.

10. Breaches:

Any breaches of this policy may result in access to the systems and services being revoked, repayment of costs, and/or disciplinary action.

The Shire will not pay for any personal international telecommunications (data or voice) usage and costs

Application

This Policy applies to all Councillors and employees.'

Procedure

Department:	Corporate Services	Next review:	April 2023
Reviewer:	Strategic Governance & Risk Coordinator	Legislation:	
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Amended:		Risk:	
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