

| Guideline Title:                      | Applies to:  | Reference #      |
|---------------------------------------|--|------------------|
| Internet Acceptable Use Policy        | City of Regina staff and elected officials and contractors | IAU-001          |
| Approved by:                          | Dates:   | Total # of Pages |
| Technology Governance Committee (TGC) | <b>Effective:</b>  | July 2, 2019     |
|                                       | <b>Last Review:</b>  | June 28, 2021    |
|                                       | <b>Next Review:</b>  | June 26, 2022    |
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## 1. Purpose

The goals of this policy are to outline appropriate and inappropriate use of the City of Regina’s Internet resources, including the use of browsers, electronic mail and instant messaging, file uploads and downloads, and voice communications. Use of these services is subject to the following conditions.

## 2. Scope

The City of Regina’s Internet Acceptable Use Policy applies to all employees and contractors at the City of Regina regardless of employment status and elected officials.

## 3. Definitions

## 4. Policy Statements

Internet access at the City of Regina is controlled through individual accounts and passwords. Department managers are responsible for defining appropriate Internet access levels for the people in their department and conveying that information to the network administrator.

### 4.1. Acceptable Use

- 4.1.1. Individuals at the City of Regina are encouraged to use the Internet to further the goals and objectives of the City of Regina. The types of activities that are encouraged include:
- Communicating with fellow employees, business partners of the City of Regina, and clients within the context of an individual’s assigned responsibilities

- Acquiring or sharing information necessary or related to the performance of an individual's assigned responsibilities
- Participating in educational or professional development activities

## 4.2. Unacceptable Use

4.2.1. Individual Internet use will not interfere with others' productive use of Internet resources. Users will not violate the network policies of any network accessed through their account. Internet use at the City of Regina will comply with all Federal and Provincial laws, all the City of Regina policies, and all the City of Regina contracts. This includes, but is not limited to, the following:

- The Internet may not be used for illegal or unlawful purposes, including, but not limited to, copyright infringement, obscenity, libel, slander, fraud, defamation, plagiarism, harassment, intimidation, forgery, impersonation, illegal gambling, soliciting for illegal pyramid schemes, and computer tampering (e.g. spreading computer viruses).
- The Internet may not be used in any way that violates the City of Regina's policies, rules, or administrative orders. Use of the Internet in a manner that is not consistent with the mission of the City of Regina, misrepresents the City of Regina, or violates any the City of Regina policy is prohibited.
- Individuals should limit their personal use of the Internet. The City of Regina allows limited personal use for communication with family and friends and independent learning. All Internet activity is logged and may be reviewed by an employee's supervisor.
- The City of Regina prohibits use for mass unsolicited mailings, access for nonemployees to the City of Regina resources or network facilities, uploading and downloading of files for personal use, access to pornographic sites, gaming, the dissemination of chain letters, and commercial electronic messaging unless approved by management and in compliance with Canadian Anti-Spam legislation (CASL).
- Individuals may not establish company computers as participants in any peer-to-peer network, unless approved by management.
- Individuals may not view, copy, alter, or destroy data, software, documentation, or data communications belonging to the City of Regina or another individual.
- In the interest of maintaining network performance, users should not send unreasonably large electronic mail attachments or video files not needed for business purposes.
- Individuals will only use the City of Regina-approved services, specifically Skype for Business, for voice communication over the Internet.
- Employees of the City of Regina will treat all other individuals, clients, employees, etc. they interact with in any virtual, online forum or network capacity, in accordance with human rights codes, company values, company policies, and basic corporate social decorum.

### **4.3. Security**

- 4.3.1. For security purposes, users may not share account or password information with another person. Internet accounts are to be used only by the assigned user of the account for authorized purposes. Attempting to obtain another user's account password is strictly prohibited. A user must contact the IET Service Desk or use the online password change tool to obtain a password reset if they have reason to believe that any unauthorized person has learned their password. Users must take all necessary precautions to prevent unauthorized access to Internet services.

### **4.4. Monitoring and Filtering**

- 4.4.1. The City of Regina may monitor any Internet activity occurring on the City of Regina equipment or accounts. The City of Regina currently does employ filtering software to limit access to sites on the Internet. If the City of Regina discovers activities that do not comply with applicable law or departmental policy, records retrieved may be used to document the wrongful content in accordance with due process.

### **4.5. Disclaimer**

- 4.5.1 The City of Regina assumes no liability for any direct or indirect damages arising from the user's connection to the Internet. the City of Regina is not responsible for the accuracy of information found on the Internet and only facilitates the accessing and dissemination of information through its systems. Users are solely responsible for any material that they access and disseminate through the Internet.

We encourage you to use your Internet access responsibly. Should you have any questions regarding this Internet Acceptable Use Policy, contact the IET Service Desk.

## **5. Non-Compliance**

Violations of this policy will be treated like other allegations of wrongdoing at the City of Regina. Allegations of misconduct will be adjudicated according to established procedures. Sanctions for non-compliance may include, but are not limited to, one or more of the following:

- 1) Temporary or permanent revocation of access to some or all computing and networking resources and facilities.
- 2) Disciplinary action according to the City of Regina Corrective discipline policy;
- 3) Legal action according to applicable laws and contractual agreements;

## 6. Revision History

| Date          | Description of Change           | (Re)-Approval Required (y/n) |
|---------------|---------------------------------|------------------------------|
| June 28, 2019 | Initial Release approved by TGC | Y                            |
|               |                                 |                              |