INTERNET ACCESS AND USAGE GUIDE

INTERNET ACCESS

Internet access is provided (if required) as a standard business tool to all Council staff who have:

- completed the Computer Customer Account Form
- agreed to the IT Network Access and Usage Guide and the Internet Access and Usage Guide.

These outline the obligations of staff when using the IT network, PCs, email and the internet.

Using the Internet

The Council provides internet access as a business tool. It must be used responsibly by:

- using a password protected screen saver to avoid unauthorised access to your account
- proactively minimising the risk of viruses by not downloading any software from untrusted sites or clicking untrusted links
- abiding by all copyright, usage or licence conditions for using internet sites and/or downloaded files.

You must not:

- knowingly visit internet sites or access material that is offensive, objectionable or is intended to annoy, harass or intimidate
- hack any internet or intranet site including Council sites
- divulge your password
- download, execute or store large files, such as MP3 music files, as these may impair network performance
- commit the Council to a financial obligation or similar situation, without having the appropriate delegated authority.

Refer to Delegations Standard

Appropriate Web Usage

Users of the internet are not permitted to visit, interact with, or download content from websites that promotes pornography, is sex orientated, that debases or defiles or discriminates or offers any other content that may cause offence. Web browsing must be appropriate for the Council workplace. This is to protect both the Council and the employees. This material may not only be offensive to the majority of staff, but it affects productivity and is a waste of corporate resources. Accessing and/or downloading this type of information is considered a breach of the code of conduct.

Users must keep usage of streaming media sites (Eg: Youtube, 3 News) to a bare minimum. Any users found to be have excessive usage of these sites will have access to streaming media removed to allow fairness to other Council users. By accessing streaming media sites, this creates a lot of internet traffic and places a large load on

the Council Internet systems. This can cause a slow down of Council internet services including Email, Web browsing and Council external Internet websites.

Users must take care when purchasing goods or services over the internet particularly from overseas suppliers. Purchasing must be made using an approved WCC purchase card and not exceed authorised delegated expenditure amounts. If the website taking your money is a foreign business and turns out to be a fraud, then it is likely to be expensive and time consuming to try to set things right.

Refer to Guide to managing discretionary expenditure

Users are not permitted to download any software, freeware, shareware, application, script, game, smiley face, music or movie clip or anything containing executable code from the internet. If you require something downloaded for business purposes, please contact the IT Helpdesk

Personal Internet Usage

The internet is primarily available for business use. Personal use must be reasonable and appropriate, not impact on staff productivity or system performance (Such as viewing streaming Media) or bring WCC into disrepute. WCC uses a web content control system which monitors and controls website visits

Monitoring

The Council monitors and investigates internet usage for inappropriate use or unreasonably heavy personal traffic. Managers can request reports of such information that will allow them to monitor internet use. Infringement of this guideline can result in:

- deletion of files that do not comply with this policy
- removal of internet access
- disciplinary action, including dismissal
- legal action.

Your Password

Do not share your password with others. You are responsible for your internet access. If another person needs to use your access to the internet, you must type your password and then monitor their usage as it will be attributed to you.

If you forget your password, or believe that it has been compromised you must change it. For help doing this, contact the IT Service Desk.

Refer to IT Service Desk.

Internet Browser

The Council's standard internet browser is Microsoft Internet Explorer. When you are not using the internet, please close the browser. If you leave it open (even if minimised), it can still take up bandwidth, which slows down other users and incurs cost to the Council.

Alert Messages

The Council blocks access to objectionable sites. If you attempt to access one of these sites, an alert message will appear on your screen.

If you get an alert message or accidentally access objectionable material, email the IT Service Desk and your Manager advising them of what has happened. This creates a record of the accidental incident should your internet usage be audited.

Viruses

The Council's virus detection software is set up to automatically scan all email and internet traffic including downloaded files. It is your responsibility to make sure external files received on physical media are scanned for viruses.

Important: If you discover a virus or notice any unauthorised access, inform IT immediately. They will advise on corrective action.

Refer to IT Service Desk.

Favourites

Save frequently visited internet sites as Favourites to save time when these sites are revisited.

Large Files

Do not download large files of over 5MB such as PDF documents. If large files are required for business purposes, seek the advice from IT.
Refer to IT Service Desk.

Copyright Files and File Sharing

Copyright can be infringed by performing one of the various restricted acts in relation to a work without the permission of the copyright owner. These acts include downloading or uploading material from or to the internet, and relates to all types of works, not merely music and films. Other examples of works that may be subject to copyright include literary works (any written document, including poems, novels, and even user manuals and reports) and artistic works (from simple drawings to photographs).

Unauthorised downloading or uploading of copyright material (including via a web browser, email, or specific file-sharing software) potentially equates to a serious breach of the WCC Code of conduct and Internet Access and Usage Standard. If you are unsure whether a copyright issue may arise, please contact your Manager.

Staff members will be held individually liable for any infringement of copyright on Council's IT network or devices. If staff members believe they have been directed by a Manager to do some act that may infringe copyright, those staff members are to inform Risk immediately.

Peer 2 peer file sharing (eg Torrent clients or programs like Kazaa, Morpheus, IMesh, WinMX) are not permitted. These products act like servers and allow people on the internet to download from your computer as well as you downloading from others. This uses a lot of internet traffic and can expose the council to legal action if copyright materials have been downloaded.