Procedure 5.09.3 Computer hardware & software acceptable use

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<tr>
<th>Department</th>
<th>Strategy &amp; Business Services</th>
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<td>Responsible Officer</td>
<td>Manager</td>
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Introduction

All computing equipment as a first priority for the use by staff in the delivery of services to the community and any other use permitted is secondary to this premise and subject to prior approval.

Purpose

This policy applies to Councillors, staff and contractors engaged by council; its purpose is:

- To identify accepted protocols for the use of the equipment and software provided.
- To ensure that Council meets its legal requirements in regard to the use of computer software.

Definitions

<table>
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<th>Term</th>
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<td>Software</td>
<td>Any material that can be loaded onto a computer from any source.</td>
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<tr>
<td>Hardware</td>
<td>Not limited to mean computers but to include any piece of electronic equipment owned by council.</td>
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Background

Council is obliged to comply with all current Australian legal provisions governing copyright protection for computer software supplied to Council.

Councillors, staff and consultants must comply with all licensing or purchasing terms and conditions required by suppliers that regulate the use of any software Council purchases or leases.

All hardware and software remains under the control of the Information & Communication Technology (ICT) section and may be subject to monitoring for security and/or network management reasons. Users may also be subject to limitations on their use of such resources.

Specific processes that must be adhered to by Councillors, staff members (irrespective of whether an employee or contractor) and consultants are:

1. Council will under no circumstances sanction the making or use of unauthorised software copies by Councillors, staff or consultants. Council will take disciplinary action, if any staff member or consultant is found to be engaging in the unauthorised duplication of software. Depending on the circumstances, this action may include termination.
2. Councillors, staff members and consultants are required to notify their manager or the ICT Manager of any illegal copying of software or related documentation of which they become aware.
3. The installation of software on all Council owned equipment is only to be performed by a member of the ICT section or under their delegation.
4. The ICT section shall hold all licences for any software loaded on Council equipment. Staff are to pass any licence to ICT.
5. It is a breach of this policy for any staff member to disable or interfere with the functioning of any virus or security software loaded on any equipment unless they have clearance from ICT staff.
6. Relocation of any hardware within the office or to places external to the office is only to be done with the prior approval of the ICT Manager.
7. Equipment issued by ICT remains the property of the Council at all times.
8. Information contained on or in equipment issued by ICT is considered and remains the property of the Council.
9. Equipment issued by ICT is to be made available to ICT staff at all times.

Software User Licence Agreements (ULA’s)

The Business and Technology team has implemented a security structure for Council devices, in particular, one surrounding the installation and use of computer software packages. Staff must sign and return a ‘Software Use Licence Agreement Acknowledgement’ form in the event that any software is requested or required to be installed on their computers.

Under the security structure implemented for Council devices, staff is unable to install software. The installation of software requires the use of the system administrator logon and password. The installation of software requires the installer to agree to the terms and agreements as set out in the Software User Licence Agreement (ULA) that relates to the software being installed.

The purpose of having staff sign a ‘Software Use Licence Agreement Acknowledgement’ form is to help protect ICT staff members from breeches of software ULA’s by the actual user of the software.

Installation of software will usually be at the request of the end user. The ‘Software Use Licence Agreement Acknowledgement’ form addresses the situation where the actual user of the software is not the person installing the software; and whereby the actual user has not had the opportunity to agree to the software ULA at the time of installation.

The licence agreement provides the end user the opportunity to acknowledge they have seen, read and understood his or her obligations set out in the terms and conditions of the software ULA. It also indemnifies the ICT staff member from any breeches of the software ULA, which may be made by the actual end user.

Permitted use

Subject to the basic premise and purpose the following applies:

1. Private use of software and hardware is permitted outside of scheduled hours of work, provided that such use is consistent with professional conduct and is not used for personal financial gain.
2. Use is limited to Councillors and staff.
3. Support for non-Council use is not available.
4. Usage must be able to survive public scrutiny and/or disclosure so as not to bring Council’s image into disrepute.
5. Usage must not be for any illegal purpose.
6. Councillors and staff must sign an agreement before using Council hardware and software. This agreement may be incorporated into existing system access agreements.
Care and maintenance

1. Staff are responsible to ensure that all I&CT issued equipment, such as laptops, palm pilots, PDAs, cameras, mobile phones etc., must be kept secure at all times to prevent damage, theft and illegal access.
2. The equipment must not be exposed to adverse conditions e.g. Direct and indirect heat, left in hot or cold vehicles, exposed to dirt, dust, liquids or food.
3. Equipment being used remote from Council offices is to be disconnected from power and phone connections when not in use and must not be connected during electrical storms.
4. Every effort should be taken to ensure that equipment issued by I&CT when returned is in the same condition as when issued, baring normal “wear and tear”.

Sanctions

Users who violate any of the conditions of this policy may be subject to disciplinary action including (but not limited to) written warnings and revocation of access privileges. Council also retains the right to report any illegal violations to the appropriate authorities.

Other relevant documents

This procedure is to be read in conjunction with policies 5.09 Information Technology, and 5.02 Behaviour of Councillors and Staff respectively. It is also to be read in conjunction with procedures 5.09.1 Internet, intranet and email acceptable use, and 5.09.2 Mobile phone usage.
I, (print name) ______________________________ acknowledge that I am being granted access using Council software and hardware and agree that my use will be conducted in accordance with Council’s policy governing the use thereof.

I agree that I will not use the software and hardware for personal use during scheduled hours of work. I also agree that personal use will not include inappropriate behaviour or activities for personal financial gain.

I understand that my use of the software and hardware is identifiable by others as a Council activity and acknowledge that it is my responsibility to ensure that my usage does not contravene any laws or regulations, including copyright and licensing issues and laws respecting obscene and discriminatory material.

I understand that the basic premise of this policy is that it is intended to control cases of abuse, neglect or carelessness and not to entrap people making reasonable efforts to safeguard Council equipment.

I understand that information contained on or in Council equipment is considered and remains the property of the Council.

I acknowledge that personal use is a privilege and can be withdrawn at any time.

I understand that I have been given notice in accordance with section 10(2) of the Workplace Surveillance Act 2005 (NSW); and that Council will be entitled to, and shall commence monitoring, all my personal and business use of these services and communication facilities, and that monitoring will be in accordance with this policy and that inappropriate usage may be cause for disciplinary action up to (but not limited to) written warnings and revocation of access privileges.

I understand that if I am not prepared to accept any of these conditions of this policy that access to e-mail and internet facilities will NOT be granted.

I understand that by signing this document that I acknowledge that I have read and understood this document. I further understand that it is my responsibility to seek advice regarding any questions that I might have regarding this document prior to my signing.

Signed ______________________________ Date ______________________________

Witness name ______________________________ Witness signature ______________________________