

# Council Policy

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## Acceptable Use of Technology

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**Policy Number:** CP12/2021

**Approval Date:** January 12, 2021

**Supersedes Administrative Policy:** HRA320

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### SECTION A

#### 1. Policy Purpose

- 1.1 The Town of Morinville provides Morinville users access to technology as a tool to support and achieve the business goals of the Town. All Morinville Users are obligated to use these tools in a responsible and efficient manner, consistent with their job duties, Town policies and directives, and any other applicable laws.
- 1.2 The purpose of this policy is to establish standards and guidelines for employees and other users when using technology.

#### 2. Definitions

- 2.1 **Electronic Device** means any device capable of accessing, sending, storing or receiving messages or other information, either verbally or in text, including, but not limited to, cell phones, laptops and tablets. In this policy, an Electronic Device does not include two-way radios provided by the Town, when the use is necessary to perform an employment related duty and the use is made with due care and attention.
- 2.2 **Morinville User** means any Town employee, volunteer, Contracted Service Provider or Council Member.

  
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### 3. Policy Statements

- 3.1 Town electronic devices must be returned upon termination unless otherwise stated. Upon termination, any subscription accounts managed by Morinville Users must be removed from electronic devices prior to return (i.e., Google Play, Apple ID/iCloud and email).
- 3.2 Electronic device plans, features, accessories, and management will be provided in accordance with Town Policy.
- 3.3 Morinville User shall not store large amounts of non-work-related data on Town electronic devices.
- 3.4 Morinville User shall apply use of technology in accordance with Distracted Driving legislation and the Town of Morinville Distracted Driving Policy.
- 3.5 Use of technology for personal reasons is only allowed during personal time and provided it does not violate any Town policy or directive. Morinville Users are responsible for any costs associated with personal use.
- 3.6 Any information created or stored on Town electronic devices may be considered a public record subject to disclosure under the *Alberta Freedom of Information and Protection of Privacy* (FOIP) Act and must be in accordance with the Town of Morinville Retention and Disposition of Records Bylaw.
- 3.7 All electronic devices containing confidential information shall be locked to prevent access to Town information in the event of loss or theft. Passwords must be kept confidential and not shared.
  - 3.7.1 Mobile Devices and their use shall conform to the Town's Mobile Device Policy
  - 3.7.2 Information should be encrypted where possible when transmitting, copying and carrying information outside of Town offices.
- 3.8 In accordance with the Town's Harassment Free Workplace Policy, the Town does not permit the use of computers and electronic devices in a way that could be deemed as offensive or harassing, such as hate mail, racial or ethnic slurs, insults, obscenities, abuse, defamation, threats, sexually explicit materials and internet gambling .

  
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- 3.9 The Town reserves the right to cancel access to, or remove, any technology device or equipment at its discretion. Any tampering, altering or modifying of technology is not permitted.
- 3.10 The CAO may exempt employees with legitimate job responsibilities where access to technology might otherwise contravene this policy. This exemption must be provided in writing.
- 3.11 Morinville Users are responsible for reporting any suspicious or unethical activity or misuse of technology for its intended purposes, to their supervisor, Senior Leadership member, Human Resources or CAO and will be protected under the Alberta Public Interest Disclosure (Whistleblowers Protection) Act.
- 3.12 Morinville Users are responsible for seeking advice from their supervisor or Director if there is any uncertainty about acceptable or unacceptable use of technology.
- 3.13 The Town reserves the right to track, monitor, access, audit, investigate or suspend technology use by a Morinville User. A Users access to technology is at the sole discretion of the Town.
- 3.14 In the event that a town device is stolen or misplaced, Morinville Users must notify the Town's IT Department immediately to enable safety processes to be put in place to protect the data stored on the device.

#### 4. Expiry

- 4.1 For the purpose of ensuring this Policy is reviewed for ongoing relevancy and necessity, with the option that it may be re-passed in its present or an amended form following a review, this policy expires December 31, 2023.
- 4.2 This policy shall remain in effect if the review date passes prior to formal review.

  
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## **SECTION B**

### **1.0 Reference to other Policy and Legislation**

- 1.1 Distracted Driving Legislation
- 1.2 Alberta Public Interest Disclosure (Whistleblowers Protection) Act
- 1.3 Retention and Disposition of Records Bylaw
- 1.4 Freedom of Information and Protection of Privacy (FOIP) Act
- 1.5 Morinville Distracted Driving Policy
- 1.6 Morinville Social Media Policy
- 1.7 Morinville Information Security Policy
- 1.8 Morinville Harassment Free Workplace

### **2.0 Persons Affected**

Council, Administration, Employees


### **3.0 Divisional/Departmental Responsibility**

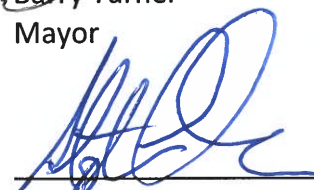
Administrative Services / Finance

### **4.0 Review/Revision History and Author**

Developed by Corporate and Financial Services, March 2010. Reviewed June 24, 2014.

Reviewed and updated October 2020.

  
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Barry Turner  
Mayor

  
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Stephane Labonne  
Chief Administrative Officer