

POLICY: INTERNET

Item A-ICT (4-2004) CM 24/06/2004	INFORMATION AND COMMUNICATION TECHNOLOGY DEPARTMENT: POLICIES AND DISCLAIMERS
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RESOLVED:

1. That the contents of the report regarding the Password, Internet and E-Mail Policies as well as the E-Mail and Network Login Disclaimers **BE NOTED**.
2. That the policies and disclaimers referred to in (1) above and attached as Annexure "A" to "E" to the report **BE APPROVED** and **IMPLEMENTED** and **BE PUBLISHED** on the Intranet.
3. That the Executive Director: Information and Communication Technology **SOLICIT** comments from all departments on the policies referred to in (2) above and **SUBMIT** a report thereon by end of July 2004.

ANNEXURE B – INTERNET POLICY**1 INTRODUCTION**

The Internet usage policy is devised to assist in controlling the use of the Internet within the Information Technology Department of the Ekurhuleni Metropolitan Municipality. The policy is aimed to protect both the Information Technology business unit and its employees in respect of Internet usage by determining the principles and rules, which govern Internet usage.

2 POLICY STATEMENT

The specific purpose of the Internet usage policy is to establish controls to ensure that Internet usage is correctly administered and managed by the department.

3 SCOPE

The policy shall apply to all staff within the Information and Communication Technology Department of the Ekurhuleni Metropolitan Municipality. The policy will include the rules governing Internet usage.

4 RELATED POLICIES

None

5 BUSINESS RULES

5.1.10 Only users who have received departmental management approval will access the Internet via the Internet facilities. Automatic access to the Internet is not a right, and access will be revoked if it's found that misuse of the facility is occurring.

5.1.11 Whenever a user posts a message to an Internet discussion group, an electronic bulletin board, or another public information system, this message will be accompanied by words clearly indicating that the comments do not necessarily represent the position or views of Ekurhuleni Metropolitan Municipality.

5.1.12 Unless expressly authorised by the Ekurhuleni Metropolitan Municipality, when using department Internet systems, all users will not participate in Internet chat rooms and non-business related media streaming and audio sessions.

- 5.1.13 Ekurhuleni Metropolitan Municipality software, documentation, and all other types of internal information will not be sold or otherwise transferred to any party for any purposes other than the business purposes expressly authorised by the department.
- 5.1.14 No employee or independent contractor to the department will use the departments Internet, Intranet or e-mail services provided by the Ekurhuleni Metropolitan Municipality to access newsgroups, Internet web sites and FTP sites for unauthorised and/or unacceptable purposes such as, but not limited to:
- **The viewing and or downloading of pornographic or obscene material of any nature;**
 - **The dissemination of material that advocates hatred and/or conflict or which causes discomfort or embarrassment to the organisation or their fellow colleagues by way of discrimination based on race, ethnicity, gender, religion, sexual orientation, age and/or material that propagates sexual harassment;**
 - **The dissemination of any material supporting any petition, or advertising any services not specifically authorised in writing by the department;**
 - **The transmission of any message of an abusive or defamatory nature of anyone either internally or externally to the department;**
 - **The use of Internet, Intranet or e-mail facilities for any purpose whatsoever not connected to or forming an integral part of the department customer operations or business;**
 - **Web sites that advocate any illegal activity.**
- 5.1.15 Users will not up-load software, which has been licensed from a third party, or software, which has been developed by the department, to any computer via the Internet unless authorisation from the CIO has been obtained.
- 5.1.16 No systems will be directly connected to the Internet; users are prohibited from connecting any workstations or servers to the Internet.
- 5.1.17 Other ways to access the Internet, such as direct dial-up connections with an Internet Service Provider (ISP), are prohibited if department computers are connected to

internal networks. Non-department computers are prohibited from connecting to the internal networks without specific permission from CIO.

- 5.1.18 Users will not run unauthorized security-testing tools or programs against any department Internet systems or servers.
- 5.1.19 Users will virus-check all files sent or received using the departments standard virus protection software. All files received via the Internet must be saved to a removable diskette and checked using the Firm's standard anti-virus software on the diskette. If the files received are compressed, check both the compressed and decompressed versions.
- 5.1.20 Users will ensure that no passwords are stored in file transfer and other utilities for security reasons.
- 5.1.21 Users will not set up any Internet services (such as WWW, Telnet or FTP) within the departments network.
- 5.1.22 Users will not assign or configure any IP addresses etc. to any device without the express authority of the CIO.

6 NON COMPLIANCE WITH THE POLICY

Any disciplinary action arising from breach of this policy will be taken by the Ekurhuleni Metropolitan Municipality according to the disciplinary code and grievance procedure of the Ekurhuleni Metropolitan Municipality.

7 MAINTENANCE OF POLICY

Maintenance is the responsibility of the Information and Communication Technology Department of the Ekurhuleni Metropolitan Municipality.