



**Bojanala Platinum District Municipality**

**INTERNET, COMPUTER NETWORK AND  
ELECTRONIC APPLIANCE USAGE  
POLICY**

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## 1. INTRODUCTION

- 1.1 The aim of this policy is to provide guidelines in respect of the use of computer equipment, network equipment and other peripheral or related electronic appliances provided by the Bojanala Platinum District Municipality for use by employees and specifically to indicate possible abuse and the consequences of such abuse.
- 1.2 All computer resources, network resources and electronic information technology placed at the disposal of the employee by the Bojanala Platinum District Municipality, including any desk-top workstations, hard-drives, computer monitors, printers, fax machines, networking facilities) remain, at all times, the property of the Bojanala Platinum District Municipality.
- 1.3 As the property of the Bojanala Platinum District Municipality, the resources referred to in 1.2 may under no circumstances be removed from the premises of the Bojanala Platinum District Municipality without the Bojanala Platinum District Municipality's written consent.
- 1.4 Computers, electronic facilities and network facilities and information technology are provided to employees for the purpose of their work and all work-related activities.
- 1.5 All electronic equipment shall be used in a manner that is consistent with the standard of conduct normally expected from employees.

## 2. ACCESS TO THE INTERNET AND NETWORK FACILITIES

- 2.1 Access to the Internet, electronic mail and all other network facilities may be provided by the District Municipality for the purpose of employees' work-related activities.
- 2.2 Access to the systems is not an absolute right and in deciding whether or not to grant an employee access to the system due consideration will be given to the nature of the employee's work and the possible benefits and possible disadvantages of providing the employee with such access.
- 2.3 No employee should have an expectation of permanent access to all information systems provided by the District Municipality, and limitations may be placed on access if, and only if, these limitations can be justified by reference to the District Municipality's operational requirements and if these limitations are applied consistently.
- 2.4 The Bojanala Platinum District Municipality reserves the right to restrict or to discontinue access to any or all of the electronic information systems, including access to the Internet or to electronic mail, provided that such restriction or discontinuation shall not be capricious, arbitrary or without a valid and fair reason.

## 3. LIMITED PERSONAL USE

- 3.1 Employees may, within the limitations set out in this policy, use electronic equipment for *limited* personal use, provided that the personal use shall not interfere with the functionality, continued efficiency, and the structural and electronic integrity of the equipment.

- 3.2 The personal use to which electronic equipment, including computers, networks, printers, fax machines and other peripheral devices are put by employees shall not exceed the bounds of reasonable use by any one employee.
- 3.3 The District Municipality reserves the right to place restrictions on electronic equipment and network facilities use for personal use if the costs incurred by the personal use becomes excessive or for any other reason associated with the smooth running of the business.

## 4. CONFIDENTIAL INFORMATION

- 4.1 In all forms of network and Internet access and communications, employees who use these systems shall take exceptional care not to disclose confidential information.
- 4.2 Confidential information includes, but is not limited to stakeholder/client information, marketing and other strategies, information that relates to the critical and confidential issues of the business and financial information or information about the management or other employees.

## 5. ELECTRONIC MAIL

- 5.1 Employees who have access to the electronic mail system provided by the Bojanala Platinum District Municipality shall ensure that their personal use is kept within reason and does not overburden the electronic systems.
- 5.2 Employees who have access to electronic mail shall include, in all messages communicated or intended to be received by a person or institution outside the organisation, a statement that the employee makes all statements contained in an electronic mail in their personal capacity and that their personal statements

as contained in the electronic mail should not be construed as being official positions of the Bojanala Platinum District Municipality, the organisation, management, or any other employee.

- 5.3 No employee may use the electronic mail system for the purposes of indicating or gaining or promoting support of any political party or any religious system or denomination.
- 5.4 No employee may transmit to any other employee or any other network recipient (irrespective of the network to which the recipient is connected) any electronic mail message or any attachment of whatever form which constitutes unauthorised and unsolicited material or the commercial advertising of businesses other than the business of the Bojanala Platinum District Municipality.
- 5.5 No employee shall excessively cross-post electronic messages to other users or on Usenet newsgroups. Furthermore, bearing in mind that the domain name of the electronic mail address connotes an association with the business as a whole and no employee should use this electronic mail address on internet sites or locations that may bring the business into disrepute or associate the business with activities that are harmful to the image or function of the business.
- 5.6 No employee may send to another employee electronic mail messages with or without attachments of whatever form that may constitute sexual harassment in the form of unwelcome sexual attention or sexual material of whatever nature. The sending of electronic mail messages that constitutes sexual harassment may lead to disciplinary action against an employee.
- 5.7 The District Municipality may place further reasonable restrictions on the use of the electronic mail systems.

## 6. GENERAL PROHIBITIONS

The following practices in respect of the use of computer or network equipment are specifically prohibited:

- 6.1 The viewing, storing, downloading or forwarding of sexually explicit or sexually suggestive text, images, moving images, sound files or sound recordings;
- 6.2 The sending of messages, by electronic mail or any other system, that are racist, sexually explicit, sexually suggestive, racist, harassing, intimidatory or defamatory,
- 6.3 Any form of system “hacking”, including but not limited to attempting to gain access to restricted resources either within the organisation or outside the network provided by the District Municipality, impersonating another user, damaging or deleting files of another user or obtaining, without authorisation, the access-codes and/or passwords of another user.
- 6.4 The downloading, installing or using of unlicensed or unauthorised software,
- 6.5 Any form of violation of network security, including but not limited to the unauthorised access to or the use of data, systems or networks, unauthorised interference with network servers or equipment.

## 7. PRIVACY

- 7.1 In view of the fact that the electronic equipment is and remains the property of Bojanala Platinum District Municipality, employees should have no expectation of absolute privacy in respect of the information (files, messages) stored on computers provided by the organisation.
- 7.2 Bojanala Platinum District Municipality may monitor the use of the electronic mail system and/or any access to the network or the Internet by compiling lists of electronic mail messages that are sent to other users, to other networks and all accesses to information stored on networked systems outside the computer network system of the District Municipality.
- 7.3 Employees shall maintain sufficient control over their electronic identity. The electronic identity of an employee is based on the password/s assigned to employee to gain access to the system whether directly or through a remote system. Employees shall without delay report any suspected access violations.
- 7.4 No employee shall store, disseminate or distribute password or related system access information to any person not properly identified or without due authorisation.
- 7.5 If allegations relating to serious misconduct, including allegations of sexual harassment, intimidation, fraud or theft, are made against an employee, Bojanala Platinum District Municipality reserves the right to intercept and read the contents of any communication issued, sent, received, forwarded, or transmitted using equipment provided by the organisation.

## 8. CONSEQUENCES OF ABUSE

- 8.1 The abuse of computers and networks and information technology constitutes misconduct which could lead to disciplinary action being taken against the employee in question.
  - 8.2 Disciplinary action in response to infringements of the rules of acceptable use of computers, networks and information technology shall be taken in terms of Bojanala Platinum District Municipality's disciplinary code and procedure.
  - 8.3 In cases of severe abuse or breaches of the rules of acceptable use, an employee may face dismissal for misconduct.
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