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STAFF REPORT:



REPORT TO: Committee of the Whole
MEETING DATE: Monday, August 18, 2014
REPORT NO.: FIT.14.48
SUBJECT: Council Information Technology Usage Policy
PREPARED BY: Cathy Bailey, Manager IT

A. Recommendations

THAT Council receive Staff Report FIT.14.48 “Council Information Technology Usage Policy”; and,

THAT Council approve the Council Information Technology Usage Policy as attached.

B. Background

The Council Information Technology Usage Policy establishes guidelines for the provision, use and support of Town issued IT equipment to members of Council. This includes equipment such as Blackberry’s, email accounts and computers. Its purpose is to:

- Ensure that members of Council have access to information and can communicate effectively with each other, Town staff and other stakeholders
- Clarify the roles and responsibilities of staff members in the IT Department and members of Council in regards to this equipment
- Clarify the role of the County of Grey in the provision of equipment to the Mayor and Deputy Mayor
- Ensure that technology is used in accordance with other existing Town policies
- Ensure that technology is used in such a manner that private data entrusted to the Town is kept secure

Highlights of the policy are:

- Equipment for the Mayor and Deputy Mayor will be issued by the County of Grey; equipment for other Councillors will be issued by Town IT staff
- Town IT staff are responsible for the selection, setup and technical support of Town issued equipment in Town buildings
- Town IT staff are not responsible for equipment not owned by the Town, equipment issued by the County of Grey or technical support outside of Town buildings
- All Town business shall be performed on Town issued IT equipment, rather than personal devices
- All members of Council must read, sign and follow the terms of the Information Technology Acceptable Use Policy, POL.COR.12.13 and the Use of Corporate Resources for Election Purposes Policy, A.POL.01.

C. The Blue Mountains' Strategic Plan

Strategic Goal 6 - Provide a strong, well managed municipal government.

D. Environmental Impacts

N/A

E. Financial Impact

This is a risk management internal control to prevent potential financial loss.

F. In Consultation With

Corrina Giles, Town Clerk

G. Attached

1. Council Information Technology Usage Policy

Respectfully submitted,

Cathy Bailey, Manager IT

Ruth Prince
Manager of Revenue and Interim Director Finance & IT Services

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TOWN OF THE BLUE MOUNTAINS

POLICY & PROCEDURES

Subject Title: Council Information Technology Usage Policy

Corporate Policy (Approved by Council)	<input checked="" type="checkbox"/>	Policy Ref. No.: POL.COR.14.
Administrative Policy (Approved by CAO)	<input type="checkbox"/>	By-law No.:
Department Policy: (Approved by Mgr.)	<input type="checkbox"/>	Name of Dept.: Finance & IT Services
Date Approved: August 18, 2014		Staff Report: FIT.14.48

Policy Statement

The Town recognizes the importance for Council members to be able to access information and communicate with each other, Town staff and other stakeholders in a timely and efficient manner. In support of this, the Town shall ensure that each Council member is issued with various hardware, software, security and support services as identified in this Policy.

Purpose

The purpose of this policy is to establish guidelines for the provision, use and support of IT equipment such as laptop computers, mobile devices such as Blackberrys and e-mail accounts issued to members of Council.

Application

This policy applies to Council members and Town IT staff with respect to the provision, use and support of IT equipment.

Definitions

“IT” means Information Technology

“Town” means Town of Blue Mountains

“County” means County of Grey

“Councillor” means a member of Council, excluding the Mayor and Deputy Mayor

Procedures

1. The Mayor, Deputy Mayor and all Councillors shall read, sign and agree to the terms in the POL.COR.12.13 Information Technology Acceptable Use Policy, which applies to all Town staff users of IT equipment.

2. The Mayor and Deputy Mayor shall be provided with all required IT equipment from the County of Grey, including a laptop computer and a mobile device such as a Blackberry, complete with a package capable of voice, text and data. The Mayor and Deputy Mayor will also be provided with a Town email address and a Town Bluenet username.
3. Each Councillor shall be provided with the following, subject to their signed acknowledgement of the terms and conditions of this Policy:
 - a laptop or tablet computer plus associated peripherals, such as a carrying case and mouse
 - a mobile device such as a Blackberry, complete with a package capable of voice, text and data
 - a secure, password protected backup device
 - a Town email address
 - a username for the Town Bluenet web site
4. Councillors will have access to the following while at Town Hall:
 - a docking station for connecting their tablet or laptop computer to the network
 - access to a multi-function unit for printing, scanning, copying and faxing
5. The Mayor, Deputy Mayor and Councillors will have access at Town Hall to a phone, including access to a personal voice mailbox.
6. The Town shall bear all costs associated with the provision of these items for Councillors.
7. The IT equipment shall belong to the Town and shall be returned to the Town by the Councillor at the end of their term.
8. Town IT staff shall be responsible for:
 - Selecting the IT equipment and associated software
 - Setting up the IT equipment, Bluenet usernames and email services
 - Providing technical support for issues associated with the IT equipment that are directly related to Town business and only on site at Town buildings
9. Town IT staff are not responsible for:
 - Support of IT equipment not owned or licensed by the Town
 - Integration between Town issued software/hardware and non-Town issued software/hardware
 - Connection to devices not issued by the Town, for example personal printers, wireless routers, mobile phones and music/picture devices
 - Support of Internet connections and wireless Internet outside of Town buildings
 - Support of IT equipment issued by the County of Grey

10. Upon request by Town IT staff, Councillors shall bring their IT equipment to Town Hall for repairs, routine maintenance, software installation and software updates.
11. All Town business shall be done on Town IT equipment, not personal devices, in order to ensure data security. As keepers of sensitive and personal data, it is the Town's responsibility to safeguard and control access to this data. Personal devices typically do not have essential corporate data safeguards installed.
12. Councillors are responsible for running regular backups of data on their tablet or notebook computer to the backup device provided.
13. Upon request by Town IT staff, Councillors shall attend a seminar or workshop regarding equipment use and data security.
14. Councillors may use IT equipment for personal use provided such use complies with the terms in the POL.COR.12.13 Information Technology Acceptable Use Policy. The Town shall not be responsible for the loss or corruption of a Councillor's personal information stored on a Town device.
15. As outlined in Policy A.POL.01 Use of Corporate Resources for Election Purposes, Town IT equipment will not be used to assist and/or aid in any election related task.

Exclusions

N/A

References and Related Policies

Policy A.POL.01 Use of Corporate Resources for Election Purposes
Policy POL.COR.12.13 Information Technology Acceptable Use

Consequences of Non-Compliance

The Town Clerk, in communication with the Manager IT, is authorized and directed to take the necessary action to give effect to this Policy and may result in the confiscation of Town issued IT equipment.

Review Cycle

This policy will be reviewed in the year before each Municipal Election by the Town Clerk, Director Finance & IT Services and Manager IT.

(Signature)

Schedule A
Information Technology Acceptable Use Policy Agreement Form

I have read and agree to follow and abide by the terms of The Corporation of the
Town of The Blue Mountains Council Information Technology Usage Policy

Name: _____

Date: _____

Signature: _____