

Internet Usage Policy

1. Preamble

The Municipality is required by law to protect from any direct or indirect illegal activity resulting from use on internet by employees or any stakeholders. By enforcing an Internet usage policy outlining what the conditions for service use are when utilizing these Internet facilities, steps are taken to ensure the integrity of this Municipality in combating unlawful use of internet usage within the Municipality.

This policy has been developed considering the following prescripts and or acts:

- Promotion of Access to Information Act (Act no 43 of 1996);
- Electronic Communications and Transactions Act (Act no 25 of 2002);
- The Constitution of the Republic of South Africa (Act 108 of 1996)
- The protection of Information Act (Act 84 of 1982)
- The National Archives of South Africa Act (Act 43 of 1996)
- The Municipal Finance Management Act (act 1 of 2002)
- Organizational policies and Procedures (Mohokare Municipality)

2. Purpose

The Internet is a valuable tool for information and official research. The Municipality provides an Internet access service for employees to do their job. It is therefore a working tool. But despite its value, offering the Internet service to staff does expose the Municipality to a number of risks. For example:

- Personal or imprudent use of the Internet results in lost productivity, higher usage charges and unnecessary facility upgrades.
- Material sent to, or received from, the Internet by staff may result in Municipality's liability for defamation, harassment, copyright infringement, invasion of privacy, and discrimination.
- By displaying offensive material from the Internet, users may create a hostile working environment.
- Illegal software may be downloaded and run on Municipality computers.
- Viruses downloaded from the Internet may damage software and data.

The purpose of this Policy is to:

- Protect the Municipality and its employees from legal difficulties;
- Regulate the use of the Internet service so that all users receive an acceptable standard of service; and
- Set clear standards for acceptable and considerate use of the Internet service.

3. Scope

This policy is applicable to all employees of the Mohokare Local Municipality, including permanent and temporary employees as well all other stakeholders who make use of the Mohokare Local Municipality internet and/or any intranet technologies.

4. Specific provisions

Allowable Use

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Document No:	Policies & Procedures Manual	Controlled Copy	Version No: 0	Page 1 of 3

In general, the use of Mohokare Local Municipality Internet services is governed by policies that apply to the use of all the Municipality facilities.

In particular, the use of Mohokare Local Municipality Internet services is encouraged and is allowed subject to the following conditions:

Internet services are to be provided by this Municipality in support of the public service mandate of the Municipality, and the administrative functions that support this mandate.

Restrictions. This Municipality's Internet services may not be used for:

- unlawful activities,
- commercial purposes,
- personal financial gain,
- confidential personal information, e.g. home telephone numbers, addresses, identity numbers of employees,
- questions or information involving litigation or which might lead to litigation; or
- Uses that violate other Government policies or guidelines. The latter include, but are not limited to, policies and guidelines regarding intellectual property, or regarding sexual or other forms of harassment.

4. Interference. Mohokare Local Municipality Internet services shall not be used for purposes that could reasonably be expected to cause, directly or indirectly, excessive strain on any computing facilities, or unwarranted or unsolicited interference

5. Security and Confidentiality

5.1 Employees should be aware that, during the performance of their duties, information and communication technology administrators need from time to time to observe certain transactional information to ensure proper functioning of this internet services, and on these and other occasions may unintentionally see the contents of e-mail messages.

5.2 Internet users should be aware that a computer could be confiscated by a court to serve as evidence to prove a case.

5.3 Information from the internet or other electronic sources may not be used without authorisation from the owner of the copyright. Transgressors of copyright laws will be held personally responsible.

5.4 Employees may not use the systems of the municipality to access or download material from the Internet that is inappropriate, offensive, illegal, or which jeopardizes security.

5.5 Employees shall not download software from electronic bulletin board systems, the Internet or any other systems outside this Municipality. This prohibition is necessary as such software may contain viruses, worms, Trojan horses and other software that may damage the information and systems of Mohokare Local Municipality.

5.6 Great care shall be taken when downloading information and files (other than software) from the Internet to safeguard against both malicious code and also inappropriate, illegal and harmful material. All downloaded information and files shall be scanned by Mohokare Local Municipality approved antivirus software.

5.7 Mohokare Local Municipality uses access controls and other security measures to protect the confidentiality, integrity and availability of the information that is handled by computers and communication systems. In keeping with these objectives, the IT Unit maintains the authority to:

- restrict or revoke the privileges of any user,
- inspect, copy, remove or otherwise alter any data, program or other system resource that may undermine these objectives, and

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- take any other steps that are deemed necessary to manage and protect its information systems. This authority may be exercised with or without notice to the involved user(s).
- Mohokare Local Municipality disclaims any responsibility for loss or damage to data or software that results from its efforts to meet these security objectives. This implies that users will ensure that appropriate backups are made of their data on the local computer. It should however be noted that employees are bound to store all official documentation on "My Documents" to ensure that documents are stored in a central place and Mohokare Local Municipality backups are done thereof.
- This Municipality will make use of Incident Reporting whereby any misuses (as mentioned elsewhere in this document) would be reported to the IT Unit

6. Policy Violations

Violation of Mohokare Local Municipality Internet Service Policy may result in restriction of access to the Municipality information technology resources.

In addition, disciplinary action, up to and including dismissal, may be applicable under the following Acts, regulations and policy prescripts (this list is by no means exhaustive);

- Public Service Act;
- Public Service Regulations;
- Labour Relations Act;
- Any other relevant act, regulation or policy.

7. Policy Review

This policy will be reviewed annually.

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Document No:	Policies & Procedures Manual	Controlled Copy	Version No: 0	Page 3 of 3