



## Acceptable Use of Information Technology Resources

<b>Policy No.:</b> CS-IT-6	<b>Council Resolution No.:</b> 143/2022
<b>Department:</b> Corporate Services	<b>Authority:</b> Council
<b>Effective Date:</b> March 11, 2019	<b>Revision Date:</b>
<b>Review Date:</b> April 2025	<b>Repealed Date:</b>
<b>Supersedes:</b> Policy No. 06/05/23	
<b>Related Procedure No.:</b> CS-IT-6	
<b>Related Procedure Name:</b> Acceptable Use of Information Technology Resources	

### 1.0 PURPOSE

- 1.1 This policy serves to protect both the Town and its approved users of our Information Technology resources by providing a standard by which questions of acceptable usage of our Information Technology resources may be gauged.

### 2.0 POLICY STATEMENT

- 2.1 The information in this policy does not take precedence over the Freedom of Information and Protection of Privacy Act, and/or any legislation that takes precedence on topics including (but not limited to) human rights, privacy, commerce, communications or criminal code.
- 2.2 The principles included in this policy apply to all users of the Town of Taber's Information Technology resources, including employees, contractors, agents, partners, elected officials, volunteers and any others to whom access has been granted.
- 2.3 It is the responsibility of the Chief Administrative Officer and the Department Heads to ensure that the provisions of this policy are followed. Mayor for Council to ensure the same.
- 2.4 The Town of Taber (hereinafter called the "Town") provides the privilege of accessing Information Technology resources (including but not limited to access to the Internet, computers, printers, phones and electronic mail) to all approved users of the Town who are deemed by their supervisor to require access to assist them in fulfilling their job duties, improving and enhancing communication, service delivery, operational effectiveness and reduction in costs.
- 2.5 Approved users must avoid any inappropriate use of Information Technology resources. Inappropriate use shall be defined as (including but not limited to any offensive material whether in the form of words, graphics, or sound) such as



pornography, hate literature, propaganda, obscene materials and any material or activity that which contravenes any legislation (including but not limited to human rights, privacy, commerce, communication, or criminal code legislation).

- 2.6 Appropriate use shall be defined as responsible, cooperative, community-minded behaviors/use that protects the common good and promotes the legitimate goals of the Town of Taber.
- 2.7 Administration shall establish procedures for this policy and shall be responsible to ensure the spirit and intent of the policy is adhered to.

**3.0 ADDITIONAL REFERENCES**

- N/A

  
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MAYOR

\_\_\_\_\_  
DATE

  
\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER

April 27/22  
\_\_\_\_\_  
DATE

