



# DRUMHELLER

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## ADMINISTRATION POLICY

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### INTERNET ACCESS AGREEMENT

### ADMINISTRATION POLICY # A-02-03

#### POLICY STATEMENT:

The Town of Drumheller provides the privilege of Internet Access to those employees who are deemed to require access to assist in the fulfillment of their position responsibilities and duties.

All employees who have access to the Town's local e-mail on Microsoft Outlook automatically have access to Internet e-mail.

#### PURPOSE:

- A) **Inappropriate** uses include: pornographic material (pictures, stories, jokes, etc.),
- B) **Appropriate** uses are responsible, cooperative, community minded behaviors/uses that protect the common good and promotes the legitimate goals of the Town.

All affected employees are required to read and sign the Town of Drumheller's Internet Access Agreement Form upon hire.

Date : January 27, 2003

  
\_\_\_\_\_  
Chief Administrative Officer

**Town of Drumheller**  
**Internet Access Agreement**

The Town of Drumheller and \_\_\_\_\_, an employee of the Town of Drumheller, agrees as follows:

The Town of Drumheller shall provide the employee named above, Internet Access to assist the employee in the fulfillment of the employee's responsibilities and duties. In response the employee agrees as follows:

1. The employee shall only use the Internet Access for appropriate use, such use defined as responsible, cooperative, community minded behavior/use that protects the common good and promotes the legitimate goals of the Town.
2. The employee will not use the internet Access for inappropriate use, such use defined as pornographic material (pictures, stories, etc.), hate literature, propaganda, and harassment.
3. The Town of Drumheller has the right to audit all Internet Access through the Town.
4. The Town of Drumheller has the right to remove Internet Access through the Town from any employee upon instruction from the employee's supervisor.
5. The Town of Drumheller has the right to restrict Internet Access to sites and other resources that contain material which is inappropriate for the employee use.
6. Employees who breach the provisions of this policy in any manner will be dealt with in accordance with Town of Drumheller policy or Collective Agreement, which may result in dismissal.

\_\_\_\_\_, who is an employee of the Town of Drumheller, and may under my supervision, is hereby given approval to obtain Internet Access.

\_\_\_\_\_  
**Supervisor's Name**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature**

I, \_\_\_\_\_, by signing this document, acknowledge understanding of the Town of Drumheller Internet Access Policy and agree to abide by this agreement.

\_\_\_\_\_  
**Employee's Name**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature**