

**EMAIL AND INTERNET USAGE
AUTHORISATION FORM AND AGREEMENT
FOR CONTRACTORS AND GUESTS**



I, _____, accept and agree to abide by the following rules.

I have read, understood, and agree to abide by, all rules which are attached as Appendix One and also listed in the Hastings District Council Operations Manual, pertaining to email and internet usage. I have also read, understood, and agree to abide by any additional rules outlined in this form/agreement. I also have understood and agree to abide by any additional criteria communicated to me.

1. I realise that the use of Email and the Internet is a privilege, not a right. I accept that inappropriate behaviour may lead to penalties including revocation of access and/or legal action.
2. I agree not to participate in the transfer of confidential, inappropriate or illegal materials through the Hastings District Council Email and Internet Gateway. I realise that in some cases, the transfer of such material may result in legal action against me.
3. I agree not to allow other individuals to use my account for Email or Internet related activities nor will I give anyone my password.
4. I release the Hastings District Council System and all other organisations related to the Hastings District Council Email and Internet Gateway from any liability or damages that may result from my private use of that Gateway. In addition, I will accept full responsibility and liability for the results of my actions with regards to my private use of Email or Internet Access.
5. I realise that not abiding by the above rules could result in the termination of my contract with the Hastings District Council.

CONTRACTOR / GUEST TO COMPLETE:

Contractor / Guest Name:

Contractor / Guest Signature:.....

Date:.....

AUTHORITY TO COMPLETE:

Services Authorised (please tick appropriate box/es):

Internet Use

External Email

Position :

Group :

Manager:

Group Manager

Received.....
(Information Services)

APPENDIX ONE

1.1 External Email Use

Group Manager: Corporate & Customer Services and Information Services Manager Approved

1.1.1 Overview of EMail

- (a) Electronic mail (email) is the means by which information can be electronically transferred from one person to another via a global network of computers. Email is a cost effective and accepted way of sending and receiving information between organisations and in some instances the way business is transacted.
- (b) It is the purpose of these guidelines and the contract regarding the use of external email, to make sure that all Hastings District Council staff use this resource in an appropriate manner.

1.1.2 Purpose of Email for the Council

- (a) The purpose of the email facility is to provide a resource that will assist contractors to send and receive information that is Council-related work. It is essential that everyone who uses this connection understands that this is its primary purpose.

1.1.3 How to get Connected

- (a) Contractors who wish to have access to the email system shall complete an email authorisation form that will have to be approved by the relevant Group Manager
- (b) The completed form is forwarded to the Information Services Manager to be processed. The IT staff will create an account for the user and establish the necessary connections on the gateway.

1.1.4 Responsibilities of the Email User

- (a) Any contractor who wishes to receive an email account must take full responsibility (legal, financial, or otherwise) for any actions from their personal or private use of email. The misuse of Council email facilities may result in termination of the contract.
- (b) No contractor shall use email to perform any act that may be construed as illegal, unethical or inappropriate to the Council's purpose. Where a user views or transfers illegal or inappropriate material the Council will not provide any legal defence for the contractor.
- (c) The Hastings District Council makes no guarantees regarding the delivery of the email content via the email gateway, or the accuracy of data transferred.
- (d) The Hastings District Council reserves the right to examine all data stored in all machines involved with the email system to ensure that all users are in compliance with these regulations.
- (e) The Hastings District Council will not allow the illegal distribution of software, otherwise known as pirating. Any contractor caught transferring such files through email, or receiving such files and installing them on the system without prior approval will immediately have their account permanently revoked and could result in the termination of their contract with Hastings District Council. In addition, all users should be aware that software piracy is an offence and is punishable by fine or imprisonment.
- (f) Any change to these rules will be communicated to each contractor with an account.
- (g) Finally, all users should keep in mind that when they use email, they are entering a global community, and any information sent by them may reflect upon the HDC as a whole. As such, all users must behave in an ethical and legal manner.

1.1.5 Policy on Personal email Attachments

- (a) A virus attack or infection to an organisation's computer system poses the most serious risk to the council. It could result in the total loss of all information and data which is core to the operation of the council.
- (b) The main source of viruses into the Council is through attachments to electronic mail. An email attachment is a file attached to the email message which could consist of a word document, pictures, program files, spreadsheets etc. Opening a virus infected attachment could result in the virus being released into the network, thus infecting every computer connected to the network.
- (c) Due to the seriousness of the risk that Council faces, contractors are strongly advised to actively discourage personal email attachments being sent to them by others. Council monitors the volume of email use for each account. Any abuse of email system may result in the withdrawal of the user account.

1.1.6 E-mail Etiquette

- (a) The subject title should contain a relevant summation of the content of your email message.
- (b) Like a letter or memo, the email message should start with an appropriate opening (greeting) and conclude with a suitable courteous ending. Do use professional, courteous language that will not embarrass you or the Council later.

1.1.7 Privacy

On a monthly basis Council reviews internet and email activity for each user account. Where use exceeds reasonable levels the Group Manager will review the usage and decide any action necessary. Users should note that the content of emails is visible to the system administrator and as such is not totally confidential.

1.1.8 Virus Policy

If a virus is detected within an in-bound email, the message will be quarantined and deleted without exception.

1.1.9 Language Policy

Council has in place email filtering software that will prevent emails containing offensive language or objectionable material from being sent or received.

A list of offensive words and the weightings given to each is available for the CE and Group Managers.

1.1.10 Content policy

If the code contained in or attachments to an in-bound message exceeds the thresholds set for a particular user, a written request must be made by the CE or acting CE to release the email. Some code and attachment types pose a huge risk to Council's computer systems, and each message must be taken on its own merits as whether the benefit outweighs the risk.

1.1.11 Size Policy

If the total size of a message exceeds 4Mb, it will be moved aside and delivered after 5pm. A written request from the senders Group Manager must be made to release the message earlier.

If the total size of a message exceeds 10Mb it will not be sent. Hastings District Council has a limited connection to the world wide web as it carries both email and internet traffic. This policy is in place to ensure performance of the mail server is maintained at a reasonable level during working hours.

1.2 Internet Use

1.2.1 What is the Internet

It is the purpose of these guidelines and the Contract Regarding the Use of the Internet, to make sure that all Hastings District Council contractors use this resource in an appropriate manner.

1.2.2 Purpose of Internet For the Council

The purpose of the Internet connection is to provide a resource that will assist contractors with Council-related work. It is essential that everyone who uses this connection understands that this is its sole purpose.

1.2.3 How to get Connected

Any contractor who wishes to have access to the Internet will have to apply by completing an Internet authorisation form that is approved by the relevant Group Manager.

Upon completion of the form, it must then be sent to the Information Services Manager to be processed. The IT staff will create an account for the user and establish the necessary connections.

1.2.4 Responsibilities of the Internet User

Group Manager: Infrastructure & Information Services Manager Approved

First and foremost, any user of any Internet will have to make a conscious effort to be wary of introducing any contamination into the Council's computer network through the copying of files or applications.

- (a) Any contractor who wishes to receive internet access must take full responsibility (legal, financial, or otherwise) for any actions from their personal or private use of the internet. The misuse of Council internet facilities may result in termination of the contract.
- (b) No user shall use the internet to perform any act that may be construed as illegal, unethical or inappropriate to the Council's purpose. Where a user views or transfers illegal or inappropriate material the Council will not provide any legal defence for the contractor.
- (c) The Hastings District Council makes no guarantees regarding the availability of the data connection via the Internet connection, or the accuracy of data transferred.
- (d) Because of the size of the Internet, many kinds of materials eventually find their way onto the system. Should a user happen to find materials which may be deemed inappropriate while using their Internet account, the user must not knowingly view or download this material. In the event of accidental access, the user MUST document the error to the Group Manager and the Information Services section immediately so the site may be logged as a restricted site.
- (e) The Hastings District Council reserves the right to examine all data stored in the machines involved in the Internet link to make sure that all users are in compliance with these regulations.
- (f) The Hastings District Council will not allow the illegal distribution of software, otherwise known as pirating. Any contractor caught transferring such files through the Internet, and any contractor whose account is found to contain such illegal files, will immediately have their account permanently revoked and could result in the termination of their contract with HDC. In addition, all users should be aware that software piracy is an offence and may be punishable by fine or imprisonment.
- (g) Any change to these rules will be communicated to each contractor with an account.
- (h) Finally, all users should keep in mind that when they use the Internet, they are entering a global community, and any actions taken by them may reflect upon the Hastings District Council as a whole. As such, all users must behave in an ethical and legal manner.