

PALM ISLAND ABORIGINAL SHIRE COUNCIL

POLICY STATEMENT

SUBJECT: INTERNET ACCEPTABLE USE POLICY

AUTHORITY: Council of the Whole.

PURPOSE: Guidelines for accessing Internet resources via Council's Internal Network

POLICY: **Introduction**

Palm Island Council provides access to Internet services to Councillors and selected personnel. This has been provided for the gathering of timely information relative to Council's activities and interests and for communications purposes. This service ensures that the Palm Island Council has access to ideas and information across the world.

Information on the Internet

The Internet provides access to information, ideas and commentary from around the world. Information available through the Internet changes frequently, and may be input by users worldwide. Palm Island Council is unable to monitor or control the vast quantity of information accessible through the Internet and cannot be held responsible for content. It is the responsibility of the users as information consumers to evaluate and determine the validity of information found on the Internet. Not all resources are accurate, complete or current.

Who can use the service?

The Internet is available to selected personnel. Users are required to read this policy, and complete the acknowledgment form attached.

Internet users are reminded that this service is to be used for Council purposes only.

Copyright

Copyright exists on all kinds of materials available on the Internet, including Web pages, software and so on. Respect and adhere to regulations regarding copyright and other intellectual property rights. In the absence of permission or waiver statements, it is best to obtain permission before downloading or printing.

Assistance

In making the Internet available through the Council, it is assumed that users have basic computer skills, particularly with the Windows user interface. Council staff are happy to assist you in getting started, and will provide basic training in the use of the Internet and email services available.

Guidelines and conditions of use

These guidelines are designed to assist personnel to access the Internet in a responsible and informed way. Intentional misuse of these facilities will result in the removal of access privileges. Illegal acts involving the use of resources may be subject to prosecution by local, State or Federal authorities.

Unacceptable and illegal use includes, but is NOT limited to:

- accessing sites for private purposes and in contradiction of the intended purpose for offering the service to Staff (refer to introduction);
- destruction of, or damage to equipment, software or data belonging to Palm Island Council or other clients;
- deliberate propagation of computer viruses;
- use of the Internet to advertise, sell or purchase illegal materials;
- soliciting, responding to or discussing any illegal actions over the Internet;
- unauthorised monitoring of electronic communications;
- intentional unauthorised copying of copyright protected material or infringement of license agreements or other contracts;
- violation or attempted violation of any computer network's security system
- violation of the privacy of individuals or entities that are creators, authors, users or subjects of the information providers;
- harassment, slandering or libelling of other clients.

Please remember that although all care is taken to ensure a virus free computer, this cannot be guaranteed.

The Council's Internet service is essentially an information resource to assist with Council duties. It is not to be exploited for commercial purposes.

Censorship and the Internet

Palm Island Council does not censor access to material available on the Internet, nor does it attempt to protect clients from information that may seem inappropriate or offensive to them.

It is inappropriate to access material that may be prejudicial to the Council's reputation in the community. While the Council acknowledges that individual judgements differ in these areas, staff reserve the right to recommend to the CEO that an individual have Internet access suspended. Topics that are most likely to cause offence include pornography or controversial topics such as weapons or drug manufacture.

While all Internet access is not directly monitored, logs of sites visited are kept, and can be checked if it is deemed necessary. Users accessing sites deemed to be irrelevant to Council's interests will need to show cause why their access should not be terminated.

Disclaimer

Palm Island Council is unable to guarantee access to the Internet, or to particular sites, or that the service will meet user expectations.

By logging on to the Internet, you will be deemed to have released and discharged the Council of all liability:

- in respect of any defamatory material on any database;
- viruses on disc;
- any charges incurred by a patron contacting fee-based services and online shopping services while using the Internet;
- use or misuse of copyrighted material obtained via the Internet.

DELEGATION: Authority in respect of this Policy is hereby delegated to the Chief Executive Officer.

RESOLUTION DATED: May 2010

Internet Acknowledgment Form

PALM ISLAND COUNCIL

THE INTERNET
Acceptable Use Policy

**Guidelines for Council Personnel
accessing Internet resources
via Palm Island Council's Systems**

I, _____ have read the Palm Island Council Internet Acceptable Use Policy and accept the conditions specified within.

Signed _____

Date _____