



TECHNOLOGY AND SOCIAL MEDIA USAGE

PC14

Policy Title:	Technology and Social Media Usage Policy		
Policy Type:	People and Culture Policy		
Policy Owner:	Chief Executive Officer		
Policy Custodian:	People and Culture Manager		
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Purpose

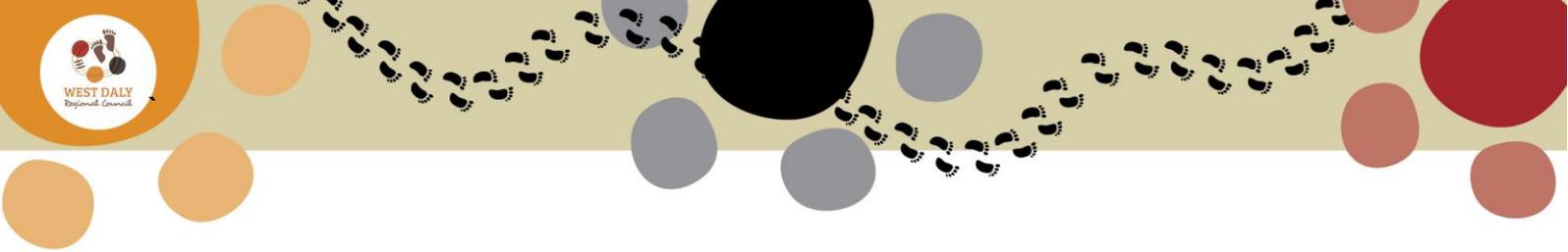
The West Daly Regional Council (Council) Technology and Social Media Usage Policy establishes guidelines for the use of Council-provided telephones, internet, email, computers, and social media. The policy aims to ensure responsible and secure use of technology resources by employees and contractors. It covers the allocation, use, and management of these resources and sets standards for professional conduct in their use.

Scope

This policy applies to all employees and contractors of the Council who are assigned or have access to the Council’s telephones, internet, email, computers, and social media platforms. It encompasses the use of all Council-provided technology resources, including landline and mobile telephones, iPads, computer networks, and other electronic devices.

Policy Statement

- 1. Requirements for Use of Council Technology**
 - 1.1. Users must use their allocated usernames and passwords to access the Council’s computer network and protect these credentials to maintain the privacy and confidentiality of Council records.
 - 1.2. Employees must use Council-provided landline telephones, computers, and other electronic equipment responsibly and solely for work purposes unless otherwise authorised.
- 2. Usage of Council Technology**
 - 2.1. Council technology resources, including landline telephones and computer networks, must be used primarily for business purposes.
 - 2.2. Personal use of Council technology may be permitted with supervisor approval but must be limited, reasonable, and not impact work performance or network functionality.



- 2.3. The Council does not guarantee the confidentiality or privacy of personal information disclosed via its computer network.
- 2.4. Installing personal or internet-downloadable software on Council computers is prohibited.
- 2.5. Council technology must not be used to disclose sensitive or unauthorised information, view or distribute offensive material, or engage in illegal, unlawful, or inappropriate activities.

3. Email Internet Usage

- 3.1. Emails must be written professionally and appropriately, representing the Council as a professional entity.
- 3.2. The following disclaimer is automatically included on the end of each email sent and it shall not be removed.

“This message contains privileged and confidential information intended only for the use of the addressee named above. If you are not the intended recipient of this message you are hereby notified that you must not disseminate, copy or take any action in reliance on it. If you have received this message in error, please notify West Daly Regional Council immediately.”

- 3.3. Suspected virus-containing emails must not be opened or forwarded and should be reported immediately to IT support and the user’s supervisor.
- 3.4. Users must not access websites containing offensive, obscene, or pornographic material or sites that could cause insult, intimidation, or humiliation.
- 3.5. Administrators must only publish approved content on Council websites and social media. Published content must be accurate, professional, and not disclose confidential information.

4. Issuing of Mobile Telephone Allowances, Satellite Phones, and iPads

- 4.1. The recommendation for mobile telephone allowances, mobile phone device, iPads, satellite phones, and service numbers must come from the employee’s direct Manager and be approved by the Chief Executive Officer.
- 4.2. The Council will not purchase mobile phones or services for employees receiving a telephone allowance.
- 4.3. Eligible employees may receive a Phone Allowance for use of personal mobile phones as follows:

Description	Allowance (per month)
CEO	\$120.00
Executive	\$100.00
Managers	\$80.00
Supervisors	\$60.00
Team Leaders/Other	\$40.00



5. Mobile Telephone, Laptop, and iPad Usage

- 5.1. Employees assigned mobile telephones, laptops, and iPads are responsible for their devices. Shared devices are the manager’s responsibility.
- 5.2. Council-issued mobile phones, laptops, and iPads are for work purposes only unless agreed differently. Excessive usage must be justified to the direct manager, and employees may be required to reimburse the Council for unjustified use.
- 5.3. Council-issued mobile devices must not be used to download offensive or inappropriate applications.
- 5.4. Employees must remove personal applications and non-Council accounts from the devices upon departure.
- 5.5. Employees must return all Council-provided mobile phones, laptops, iPads, and other electronic devices upon the conclusion of their employment.
- 5.6. If the employee resigns, is terminated, changes job duties, no longer requires telephone services, or otherwise no longer qualifies for a telephone allowance, the employee’s manager is responsible for advising the Executive Director Corporate Services.

References

Local Government Act 2019
West Daly Regional Council Enterprise Agreement

Definitions

- **Council Technology Resources:** Refers to all electronic devices and systems provided by the West Daly Regional Council, including but not limited to landline telephones, mobile phones, laptops, iPads, computer networks, and software.
- **Personal Use:** Refers to the use of Council technology resources for activities not related to official Council business. This includes, but is not limited to, personal phone calls, emails, internet browsing, and the use of social media.
- **Confidential Information:** Refers to any data or information that is proprietary to the Council and not intended for public disclosure. This includes, but is not limited to, internal reports, employee records, financial data, and strategic plans.

Review History

Version Number	Approval Date	Policy Number	Policy name	Minutes ref./resolution no.
2.0	30/01/2019	HR24	Telephone Internet and Computer Social Media Usage Policy	013/2019
3.0	21/06/2024	PC14	Technology and Social Media Usage	OCM-2024/66 ID: 24951

Endorsement

Signature of Endorsement:



Date:

21/06/2024

Name and Position:

John Thomas, Chief Executive Officer