



**POLICY 1314:**

It is Council policy that:

1. IT Resources:

- Information Technology Resources includes, but is not limited to computer hardware, software, and services; network systems and services (including Internet connections); printers, modems and other peripheral equipment.
- The Information Technology Resources of the City are to be used solely for the purpose of aiding City staff in fulfilling the responsibilities of their positions as determined by the IT Division in consultation with the operating division.
- In order to ensure availability of Senior Staff during off-business hours, and in recognition of the impracticality of Senior Staff carrying both personal and City equipment, Senior Staff is permitted personal use of City IT resources. (Senior staff is defined as the Mayor, Councillors, CAO, Deputy CAO, GMs and Directors.)

2. IT Security:

- All security related to Information Technology Resources is the responsibility of the Information Technology Department. The Information Technology Department shall administer all security and endeavour to provide the highest level of protection for the City's information technology and data assets without creating unreasonable hardships on the legitimate users of those assets.

3. Hardware and Software:

- All hardware/software and consulting services involving information technology shall first be approved by the Information Technology Department.
- No software or hardware will be purchased for, or installed on the City's information technology resources without prior approval from the Information Technology Department.
- No design or development is to take place on the City's Information Technology Resources, without prior approval from the Information Technology Department.

4. Systems Technology:

- The Information Technology Department will determine the information systems and technology to be supported by the City.