

## **1. Definitions**

Intellectual property	A broad category of intangible materials that are legally recognized as proprietary to an organization. In the computer field, hardware circuits, software and text is copyrightable. Depending on the situation, the algorithms used within hardware circuits and software may also be patentable, and most brand names can be trademarked. However, IP covers more than just copyrights, trademarks and patents; for example, customer databases, mailing lists, trade secrets and other business information are also included.
Portable equipment	Computer equipment that can be moved around easily i.e laptops, handhelds, media and video projectors, flash disks(memory sticks),e.t.c
Software	All the programs that are installed in the computer to make it to be able to run and execute certain functionalities. Software can be presented in a disc or can be copied around in a removable media.
Hardware	It is all the mechanical and electrical components that have been connected together to make a computer, or a complete computer equipment and this includes hard drives, motherboards, modems, network cards, printers, routers, switches

## **2. Purpose of policy**

The purpose of this policy is to regulate use of IT hardware and software to achieve the following:

- \* control costs with a standardised set of software and hardware that can be supported in terms of maintenance and user training;
- \* use of municipal assets efficiently;
- \* prevention of loss of, or damage to equipment, software and data;
- \* adherence to legal requirements;
- \* reasonable limitation on the use of municipal IT software and hardware for personal reasons.

## **3. Application of policy**

This policy is applicable to all Councillors and Officials(permanent, contract or temporary). Anyone who allows anyone who is not a Councillor nor an Official of the municipality to use IT hardware and software for official purpose bears the responsibility of ensuring that the user concerned(including service providers) are made aware of the contents of this policy.

If the user concerned(including service providers) contravenes this policy and she/he was not made aware of this policy by the Councillor nor an Official who gave him/her access to the use of municipal IT hardware and software, that contravention will be considered as committed by the Councillor or Official concerned and therefore proper disciplinary action will be taken against that Councillor or Official concerned and not the user.

## **4. Policy**

#### **4.1 Eligibility to be an issued with a computer and related equipments.**

Qualifying personnel will normally get a standard-issue computer from the supplier along with standard-issue software. Printers are allocated in the same fashion but you may be expected to share a printer with other personnel.

Some personnel may need more advanced or sophisticated equipment or software to do their job effectively. Such personnel must make their HOD to prepare a recommendation in form of a submission to the I.T OFFICER. The submission must include the details and cost of the software or equipment you need.

#### **4.2 Ownership of computer system**

The computer, the printers, software licences, network and data that you use in your department remain the property of the Municipality.

#### **4.3 Use of personal computers is encouraged for official purposes**

Use of IT hardware and software is encouraged solely for official purposes subject to limited personal use.

#### **4.4 Duty to use municipal resources responsibly**

Diligent care should be taken to use municipal computers responsibly, ethically and lawfully. Do not waste computer resources or unfairly monopolise resources to the exclusion of others.

<sup>1</sup>You may not use the municipality's computer facilities to:

- \* Play games or run other entertainment software, except during allowed break periods.
- \* Save data containing images, music, sound or video onto municipal servers, unless they are for official purposes. Your computer's local hard disk(usually the C: drive) should be used instead for that.
- \* Make or store illegal copies of material protected by copyright. This includes software programs and publications, in whole or part.
- \* Back up your local hard drive on to Municipal server
- \* Any file copied from external source must be scanned for computer viruses. This includes files from a floppy disk, email or Internet.

#### **4.5 Care of equipment issued to official**

Users are expected to take a diligent care of municipal equipment issued to them for their convenient use. This is particularly relevant to officials who use portable equipment such as notebook (laptop) computers and flashdisks(memory sticks). Reasonable precautions against loss of data and damage must be taken, it is therefore recommended that even the laptop users must always plug them on the network to prevent permanent loss of data.

If users lose or damage equipment, software or data that belongs to the municipality they must promptly report it to their heads of department, and if necessary the head of departments to report to the municipal manager. In case of theft or suspected theft, the user must also report loss to the nearest South African Police Service.

#### **4.6 Computers should be switched off when not used**

Users must switch off computer equipment at the end of working day to ensure a reduction in the risk of fire, to save energy and to ensure that any documents the users were working on are properly closed and ready for backup unless the personal computer equipment needs to run after hours.

#### **4.7 Log into the network**

The Municipality provides its computer users with access to networked services. It also maintains computer remotely, the network computers that are not logged on cannot access networked services like printers and server storage space, therefore users may not use the computer without first logging into the Municipal network and must remain logged in whilst still using the computer.

All computer users are obliged to log into the network when operating their municipal computers in the municipal premises. Saving the municipal data in the flash disk(memory stick) or any external devices increases the risk of losing data in case of loss of that flash disk, work saved on the network can always be retrieved from the backup.

All users are therefore advised to save all computer-based they produce on a network drive. Each user has a home drive on the network.

#### **4.8 Taking equipment off-site**

Users must obtain permission of removing I.T equipment(other than laptops and memory sticks) from the municipal premises, either to work at home or onsite, the written permission must be issued by the head of department, and it must indicate the name of the official, description of equipment, serial number, and the expiry or return date.

#### **4.9 Moving and tampering with computer equipment**

Only authorised support officials may move, upgrade or repair computer equipment. Users may not remove, install or tamper with any internal component of your computer or the equipment that may be attached to it (e.g. printer). Users may not move their computer equipment to another desk, room, or site - unless it is specifically designed to be carried around (e.g. notebook computer). You may not swap equipment with other users.

Pool equipment (laptops, media projectors, digital camera, etc) will remain the responsibility of the I.T Officer, and should be safe-locked by the IT Officer. The issuing and receiving of this equipment will be the sole discretion of the I.T Officer. Pool IT equipment can only be obtained after filling in the requisition form obtained from the IT Officer. Valid reason should be stated on the requisition form before being granted permission to take the equipment.

Moving and swapping equipment will create an error in the asset register, users should ensure that they obtain a receipt for any computer equipment that is removed from their control, including equipment removed for upgrade or repairs.

Users may open a printer to remove or replace a toner or print cartridge.

#### **4.10 Unlicensed software**

Users may not use unlicensed software. The Copyright Act 98 of 1978 protects intellectual property against theft. It is a civil and criminal offence to use software without license. Use of unlicensed software is therefore

prohibited. Copyright Amendment Act 125 of 1992 and the Copyright Act 98 of 1978 prohibit infringement of copyright. The Municipality will therefore hold the user liable for criminal or civil action that may arise as a result of infringement of copyright by the user.

#### 4.11 Installation of software programs

To avoid contravention of the law, the Municipality needs to strictly control the software licences it owns. For this reason:

- \* Only authorised support personnel may install or upgrade software on a Municipal computer. A valid License must be allocated to each installation
- \* Only authorised support staff may copy computer programs. A program may be copied only if allowed by the licence agreement, and it should be only for official purposes. A user may be held personally liable for any damages and legal costs arising from the copying of software illegally.

Control and installation of software programs is the sole responsibility of the IT Officer.

#### 4.12 Providing own software

Users may provide their own software within limits. In certain circumstances users may be allowed to provide their own software, or software licensed to a service provider. In this case they must provide documentary proof that they hold a valid licence before installation of software. If there is no proof of possession of the software license the municipality has the right to hold the licence until the software is removed. The Municipality will not replace a license if it is lost, nor offer compensation.

#### 4.13 Inappropriate Material

Users should take care not to expose others to material that could be considered offensive. This includes words, images of any kind and recorded sound (audio). If someone else accidentally sees offensive material from the user, that user may face a charge of harassment. Regular harassment can create a hostile working environment for a co-worker and it therefore strictly prohibited.

*The following must not be created, stored, printed or e-mailed:*

- \* Discriminatory, intolerant or derogatory material based on race, religion, gender, age, ethnic or social origin, sexual orientation, disability, physical condition, HIV status, conscience, belief, political opinion, culture, language or birth
- \* Any form of violence, pornography, explicit nudity, sexual acts, and gross depictions, satanic, militant or extremist material.

#### 4.14 Control Measures

The following control measures may be taken to tighten control measures:

- \* Where technology allows, policy will be enforced automatically. For example games can be prevented from running outside of lunchtime.
- \* I.T reports will highlight the possible violations. These reports will be investigated to identify actual violations. The offender's Head of Department will take responsibility to discipline in line with municipal policies.
- \* Users may self-police the contravention of policy by reporting any violations as per municipal grievance procedures.

\* The I.T Officer may issue a specific instruction regarding any IT related issue as he deems necessary.

## **5. Accountability**

Heads of Departments are accountable for the use of computer hardware and software by their subordinates, they should ensure that all their subordinates eligible for computer use, whether temporary, permanent or contract, are made aware of the contents of this policy.

**Sign at..... by.....**



# **JOE MOROLONG LOCAL MUNICIPALITY**

## **IT POLICY**