



# Council Members Use of Council Hardware and Software Policy

<b>Reference Number:</b>	1.5
<b>Type:</b>	Council Policy
<b>Category:</b>	Corporate Governance
<b>Relevant Community Plan Outcome:</b>	<ul style="list-style-type: none"><li>• Be bold and innovative in our practices, leadership and decision making.</li><li>• Practise transparent and accountable governance.</li></ul>
<b>Responsible Officer(s):</b>	Manager Information Services
<b>First Issued/Approved:</b>	July 1996
<b>Minutes Reference:</b>	CoS 6/05/2019, Item 3.24
<b>Last Reviewed:</b>	May 2019
<b>Next Review Due:</b>	May 2021
<b>Applicable Legislation:</b>	Copyright Act 1968
<b>Related Policies:</b>	Electronic Communications Policy Recruitment and Selection Policy Mobile Device Policy
<b>Related Procedures:</b>	N/A

## 1. Purpose

The computing system is integral to the ongoing and successful operation of the City of Charles Sturt. The purpose of this policy is to reduce the risk of electronic attacks, other threats and vulnerabilities from impacting the computer network and systems environment of the Council.

## 2. Scope

This policy applies to Council Members using the City of Charles Sturt's computer equipment and network systems.

## 3. Policy Statement

All software applications and computing equipment used within the City of Charles Sturt must be authorised by the Manager Information Services.

Specific authorisation must be received from the Manager Information Services prior to:

- installing or executing (running) a computer application or software program; or
- installing or connecting computer, network or other hardware devices to Council's computer system.

Once approval has been provided by the Manager Information Services, a record of the approval must be retained within the Council's records management system.

On computers with Windows 8 or above operating systems, the download and installation of applications via the Microsoft applications store is permitted. In the event that any application interferes with the functional operation of the device or impedes the ability of the device to perform required council functions, the Manager of Information Service may elect to either have the application uninstalled or to return the device, in its entirety to the default settings in order to return the device to a functional state. In this event, Council are not responsible for the loss of personal data or settings.

The only pre-approved hardware which may be used are Universal Serial Bus (USB) data storage devices (e.g. 'flash drives') with inbuilt data protection mechanisms for the internal transport of data files between machines. No data storage device with executable programs (with the exception of data protection software), scripts or operating systems may be used at any time.

The introduction of unauthorised hardware, software or data which results in, or could result in, damage to Council's computer system may be dealt with by the Code of Conduct. Breach of any software licence by the installation of unauthorised software may also be dealt with under the Code of Conduct Policy.

It should be noted that penalties also exist under law which make individual offenders liable for substantial personal fines for licence breaches.

#### 4. Definitions

Key Term – Acronym	Definition
USB	Universal Serial Bus, a type of connection interface which allows the connection of hardware devices to a computer.