

Breaktime distraction **or** workplace no-no?

The City of Calgary Code of Conduct. Your behaviour matters.
Find out at calgary.ca/employeecode



Code of Conduct: Acceptable Use of Technology Resources Policy

Let's talk about Acceptable Use.

What kind of technology do you use in your role at The City? Are you using a City-owned phone, computer, scanner or mobile device? Increasingly we need technology to communicate with each other, Calgarians and customers. It is an essential tool to deliver exceptional public service. As part of our

commitment to the greater public good, we also need to use technology for the purpose it was intended. Following the behaviours outlined in this policy will help us safeguard technology assets, data and information. That is where the Acceptable Use of Technology Resources Policy can be a guide.

This policy benefits you, Calgarians and The City by:

- Guiding us on how to use The City's technology so we're all playing by the same rules.
- Ensuring we are accountable to citizens by minimizing additional costs for City issued technology.
- Protecting The City from information, data loss, breaches or harmful viruses.

Does this policy apply to me? It does if you are a(n):

- ✓ City of Calgary employee
- ✓ Vendor
- ✓ Consultant
- ✓ City Volunteer
- ✓ Temporary or seasonal worker
- ✓ City Contractor
- ✓ Individual with authorized access to The City's technology resources

Quick **tips** for using City technology

E-mail	Computers	Internet use	Photocopiers	Smartphones and tablets
When you use your Calgary.ca email address you identify yourself as a representative of The City. Staff with City email addresses are encouraged to use a personal email address for personal communications and their Calgary.ca email for City business.	Be conscious that you are using a City computer. Send personal documents home as a way to keep them safe. Personal information stored on your computer's local hard drive (like your desktop or C: folder) is not backed up but personal network drives (like an H: drive) are.	You are allowed to use The City's internet service as long as the websites you are visiting align with The City's Respectful Workplace guidelines. The City monitors and logs all Internet usage so you cannot expect privacy when using City technology. An easy guideline to remember is: If you wouldn't want your mother or partner to know you visited this site, you shouldn't use City technology to go there.	If a copy supports your role as a City employee, it's probably okay to use it. Please be conscious of paper and toner waste.	City staff are permitted to install apps on their City-issued phones and tablets provided this does not incur a cost to The City. Examples could include a free weather app, mobile Facebook or a news app.

Questions about this policy?

- Go to Calgary.ca/employeecode for more information.
- Talk to your supervisor to request clarification.
- Management can contact IT, HR or Corporate Security for policy interpretation.