

**LEKWA-TEEMANE
LOCAL MUNICIPALITY
"NW396"**



**DRAFT INTERNET AND E-MAIL
USAGE POLICY**

DRAFT LEKWA-TEEMANE LOCAL MUNICIPALITY INTERNET & E-MAIL USAGE POLICY

This Policy specifies the actions prohibited to users of the network and systems ("infrastructure") of Lekwa-Teemane Local Municipality, and is intended to enhance the use of the Internet by preventing unacceptable use. Users are required to adhere to everything specified in this policy without exception.

LAWS AND REGULATIONS

Lekwa-Teemane Local Municipality infrastructure may only be used for lawful purposes. Users may not violate any applicable laws or regulations of South Africa within the territory of South Africa. Should the user reside outside of South Africa, the laws of the country in which the user usually resides as a natural resident shall apply.

Transmission, distribution or storage of any material on or through the infrastructure in violation of any applicable law or regulation is prohibited. This includes, without limitation, material protected by copyright, trademark, trade secret or other intellectual property right used without proper authorization, and material that is of pornographic orientation, obscene, defamatory, constitutes an illegal threat, or violates export control laws.

THE NETWORK

The user acknowledges that he/she is responsible for the content generated on the equipment, software and peripheral devices provided by Lekwa-Teemane Local Municipality.

The user acknowledges that Lekwa-Teemane Local Municipality or any of its service providers are unable to exercise control over the content of the information passing over the infrastructure and the Internet, including any websites, electronic mail transmissions, news groups or other material created or accessible over its infrastructure. Therefore, Lekwa-Teemane Local Municipality is not responsible for the content of any messages or other information transmitted over its infrastructure.

Lekwa-Teemane Local Municipality infrastructure may be used to link into other networks worldwide and the user agrees to conform to the acceptable use policies of these networks.

The user may obtain and download any materials marked as available for download off the Internet but is not permitted to use its' Internet access to distribute any copyrighted

materials unless permission for such distribution is granted to the user by the owner of the materials.

The user is prohibited from obtaining and/or disseminating on-line any unlawful materials, including but not limited to stolen intellectual property, child pornography, and/or any unlawful hate-speech materials.

SYSTEMS AND NETWORK SECURITY

All references to systems and networks under this section includes the Internet (and all those systems and/or networks to which the user is granted access through his/her relationship and/or interaction with Lekwa-Teemane Local Municipality) and includes but is not limited to the infrastructure of Lekwa-Teemane Local Municipality itself. The user may not circumvent user authentication or security of any host, network, or account (referred to as “cracking” or “hacking”, nor interfere with service(s) to any user, host, or network referred to as “denial of service attacks”.)

Violations of system(s) or network security by the user are prohibited, and may result in civil or criminal liability. Lekwa-Teemane Local Municipality will investigate such violations and will involve and will co-operate with applicable law enforcement officials if a criminal violation is suspected. Examples of system or network security violations include, without limitation, the following:

- Unauthorized access to or use of data, systems or networks, including any attempt to probe, scan or test the vulnerability of any system or network or to breach security or authentication measures without the express authorization of Lekwa-Teemane Local Municipality.
- Unauthorized monitoring of data or traffic on the network or systems without express authorization of ICT services provider contracted to Lekwa-Teemane Local Municipality. Interference with service to any user, host or network including, without limitation, mail bombing, flooding, deliberate attempts to overload a system and broadcast attacks.
- Forging of any TCP-IP packet header (spoofing) or any part of the header information in an email or a newsgroup posting.

E-MAIL USE

It is explicitly prohibited to send unsolicited bulk mail messages (“junk mail” or “spam”) of any kind (commercial advertising, political tracts, announcements, etc). This is strongly objected to by most Internet users and the repercussions against the offending party and Lekwa-Teemane Local Municipality can often result in disruption of service to other users connected to Lekwa-Teemane Local Municipality.

Maintaining a mailing list by users of Lekwa-Teemane Local Municipality is accepted only with the permission and approval of the list members, and at the members’ sole

discretion. Should mailing lists contain invalid or undeliverable addresses or addresses of unwilling recipients those addresses must be promptly removed. Users may not forward or propagate chain letters nor malicious e-mail.

Public relay occurs when a mail server is accessed by a third party from another domain and utilized to deliver mails, without the authority or consent of the owner of the mail-server. Users' mail servers must be secure against public relay as protection to both themselves and the Internet at large. Mail servers that are unsecured against public relay often become abused by unscrupulous operators for spam delivery and upon detection such delivery must be disallowed.

Lekwa-Teemane Local Municipality reserves the right to examine users' mail servers to confirm that no mails are being sent from the mail server through public relay and the results of such checks can be made available to the user. Lekwa-Teemane Local Municipality also reserves the right to examine the mail servers of any users using Lekwa-Teemane Local Municipality mail servers for "smart hosting" (when the user relays its mail off an Lekwa-Teemane Local Municipality mail server to a mail server of its own) or similar services at any time to ensure that the servers are properly secured against public relay. All relay checks will be done in strict accordance with Lekwa-Teemane Local Municipality policy of preserving employee privacy.

COMPLAINTS

Upon receipt of a complaint, or having become aware of an incident, Lekwa-Teemane Local Municipality reserves the right to: Inform the user's manager of the incident and require that the line manager deal with the incident according to this policy and other Human Resources policies of Lekwa-Teemane Local Municipality.

In the case of individual users suspend the user's account and withdraw the user's network access privileges completely.

Charge the offending parties for administrative costs as well as for machine and human time lost due to the incident. In severe cases suspend access of the user's entire network until abuse can be prevented by appropriate means. Share information concerning the incident with other Internet access providers, or publish the information, and/or make available the users' details to law enforcement agencies.

Lekwa-Teemane Local Municipality reserves the right to take any one or more of the steps as detailed in this sub-section but agrees to stay within the framework of this policy and Human Resources policies of Lekwa-Teemane, the access to information act, the labour relations act as amended and the ICT act of the Republic of South Africa.

REVISION OF THE POLICY

The Lekwa-Teemane Local Municipality Internet and E-mail usage policy must be reviewed and amended, as and when it is necessary, to ensure that it remains relevant.