

## ORGANISATIONAL POLICY



<b>TITLE:</b>	PUBLIC WI-FI ACCEPTABLE USE POLICY
<b>ID NUMBER:</b>	OPO-CORP-GF-001 DocSetID: 2785703
<b>DEPARTMENT:</b>	Glenelg Futures
<b>UNIT:</b>	Information Services
<b>RESPONSIBLE OFFICER:</b>	Chief Information Officer

<b>ADOPTED DATE AND BY WHOM:</b>	27 January 2021 Adopted by Executive Team
<b>EXPIRY DATE:</b>	27 January 2025
<b>REVIEW DATE:</b>	30 June 2024 <i>This policy will be reviewed every four years or as required by any legislative or council changes.</i>

<b>AVAILABILITY:</b>	Organisation wide	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
	Public	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
	Internet	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
<b>ADVISE AVAILABILITY:</b>	Media Release	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
	Sou Wester (Responsible Officer to prepare article)	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

## 1. References (if applicable)

Glenelg Shire Council, Records Management Policy OPO-CORPS-RECM-001 (DocSetID: 1933907)

Classification (Publications, Films and Computer Games) Enforcement Act 1995  
<https://www.legislation.gov.au/Details/C2017C00267>

Criminal Code Act 1995 <https://www.legislation.gov.au/Details/C2021C00002>

Copyright Act 1968 <https://www.legislation.gov.au/Details/C2019C00042>

The complete and up-to-date collection of Commonwealth legislation can be viewed on the Australian Government ComLaw website, [www.comlaw.gov.au](http://www.comlaw.gov.au). Victorian Legislation can be viewed on the Victorian Legislation and Parliamentary Documents website, <http://www.legislation.vic.gov.au/>.

## 2. Purpose

The purpose of this Policy is to outline the obligations and responsibilities of all users of Glenelg Shire Councils public Wi-Fi network. This Policy has been developed in order to provide smart, safe and responsible use of Glenelg Shire Council provided technology located within the Shire.

## 3. Scope

This Policy applies to all users of the publicly provided Wi-Fi network throughout the shire.

## 4. Acceptable Use

Glenelg Shire Council's publicly accessible Wi-Fi network must be used in an acceptable and lawful manner by all users. This policy aims to promote responsible and equitable use of the public Wi-Fi resources provided by Glenelg Shire Council.

Glenelg Shire Council does not monitor or have control over the information available on the Internet and is not responsible for its content or availability. Glenelg Shire Council disclaims any liability or responsibility arising from access to, or use of, information obtained through electronic information systems, or any consequences arising from such access or use.

Glenelg Shire Council is committed to providing an environment that is free from harassment, discrimination and bullying. All users of Glenelg Shire Council public Wi-Fi resources are expected to behave in an appropriate and respectful manner and comply with the specified rules and procedures to help ensure the legal, safe, and continuing availability of these resources.

### 4.1 Responsibilities

All users of Glenelg Shire Councils Free Wi-Fi must;

- comply with applicable laws when using Glenelg Shire Council's Free Wi-Fi ('the Service');
- not infringe the intellectual property rights of any third party in connection with the use of the Service;
- not collect or harvest any information or data from any Service or systems or attempt to decipher any transmissions to or from the servers running any Service;
- not use the Service to transmit, send, receive, publish, post, distribute, disseminate, encourage or solicit receipt of, upload, download or use any material which is offensive, abusive, defamatory, indecent, obscene, unlawful, harassing or in breach of any other right of any other person;
- not use the Service for commercial purposes;
- not use the Service to send unsolicited emails;
- not use the Service to transmit, store, publish or upload any electronic material which is known or is likely to cause, damage or destroy or limit the functionality of any computer software, hardware or telecommunications equipment; and
- not use the Service to invade the privacy of another person, cause annoyance, inconvenience or needless anxiety to another person.

Glenelg Shire Council intend for the Wi-Fi to be used in a manner that does not offend the standards of the general community and may in its absolute and sole discretion, limit or block websites that do not meet those standards. Unacceptable websites may include, but are not limited to, websites and/or content that:

- could cause Glenelg Shire Council to breach any law governing its conduct or to incur a liability to any third party;
- could interfere with the integrity and/or performance of the Wi-Fi, network or equipment;
- depicts, alludes to, or promotes offensive or illegal behaviour;
- promotes racism, bigotry, hatred or physical harm to any group or individual;
- harasses or promotes harassment of another person;
- exploits people in a sexual or violent manner;
- contains nudity, violence or offensive subject matter or which may connect to adult websites;
- promotes conduct that is abusive, threatening, obscene or defamatory;
- intentionally infringes copyright;
- involves the transmission of junk mail, chain letters, or unsolicited mailing, instant messaging or spamming;
- promotes criminal activity;
- contains viruses, Trojan horses, worms, time bombs, cancelbots, or other computer programming routines that may damage, interfere or intercept access; and
- could reflect poorly on the reputation of the Glenelg Shire Council.

If Glenelg Shire Council becomes aware that websites are accessed in contravention of these terms and conditions, it reserves the right to immediately terminate and block the access without prior notice.

Users should be aware that the browsing or downloading of illegal information from the Internet could lead to prosecution

#### **4.2 Supervision of Minors**

Glenelg Shire Council is not responsible for supervising minors. Supervision or restriction of a minor's access to the Internet is the responsibility of the parent or guardian.

Some material available on the internet is unsuitable for minors. Parents or guardians are encouraged to educate and work with their children when using technology.

#### **4.3 Bandwidth Throttling and Capping**

The public internet service offered by Glenelg Shire Council over Wi-Fi is throttled and capped to regulate network traffic and minimise bandwidth congestion.

A throttling setting of 5MB/s and a daily download cap of 300MB per device per day is in place across all Glenelg Shire Council Wi-Fi public internet services.

#### **4.4 Privacy**

Glenelg Shire Council adheres to the Privacy and Data Protection Act 2014.

The external service provider may collect and store the IP and MAC address of the enabled device that has accessed the Wi-Fi, once the terms and conditions have been agreed. It may also include information about the web browser type and/or operating system information used by the enabled device in order to determine the most effective and/or customised means of displaying the requested website on your device.

Glenelg Shire Council is not responsible for the use that any third party may make of personal information obtained through your use of the Wi-Fi and you should make your own enquiries to satisfy yourself of the applicable policies for use of private information by the websites accessed by you.

#### **4.5 Security**

Glenelg Shire Council cannot always guarantee the security of the service, and your access and use of this service is at your own risk. The onus is on you as user, to ensure that usernames, passwords and security-based information are kept private and the firewalls are installed to prevent unauthorised access.

The Service is open and public. It is recommended that you don't send or receive sensitive personal information or carry out activities like Internet banking.

Glenelg Shire Council is not liable for any kind of loss or damages you may sustain as a result of your use of the public Wi-Fi service.

#### **4.6 Staying Safe Online**

To improve a users chance of staying safe online there are certain precautions that can be taken, including:

- Keeping social media profiles set to private and checking settings regularly
- Thinking about personal safety before 'checking in' or using location-based services
- Sharing personal information and being cautious of strangers online
- Managing digital reputation responsibly
- Respecting others and looking after each other online.

#### **4.7 Cyber Bullying**

Cyber bullying involves the use of information and communication technologies to support deliberate, repeated, and hostile behaviour by an individual or group, which is intended to harm others. Glenelg Shire Council does not condone any form of bullying.

#### **4.8 Reporting Cyber Incidents**

Depending on the nature of the issue, there are various methods to reporting cyber incidents. These methods are outlined on the Australian Cybercrime Online Reporting Network (ACORN) [www.acorn.gov.au](http://www.acorn.gov.au) and include direct links to reporting incidents.

### **5 Records Management**

All Glenelg Shire Council records created and managed as a result of implementing this policy will be managed in accordance with the Glenelg Shire Council's Records Management Policy.

The Records Management Policy assigns responsibilities for records management to employees, supervisors, volunteers and other specific positions.

No Council records are to be destroyed without consideration of the requirements of the Act(s) that govern the functions relevant to this policy. Prior to destruction, advice must be sought from the Records Management Unit, with consideration to the requirements of the appropriate Retention and Disposal Authority (RDA).

## 6. Victorian State Legislation Copyright Acknowledgement

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