

POL 0021: Computer and Mobile Devices

Purpose

To provide guidelines for the acceptable usage of all of the Shire of Esperance's Information Technology Systems including Mobile Devices.

To ensure the security and integrity of the Shire's electronic data and technology infrastructure.

Scope

All Shire employees, Elected Members, contract personnel, and volunteers, including workplace students.

Definitions

N/A

Practice

All Shire employees, Elected Members, contract personnel, and volunteers who access computer resources provided by, facilitated by, or funded by the Shire, or is made available through equipment owned or leased by the Shire; must abide by the document located in the supplementary *Management Practices: Computer System Usage - Code of Practice*

Additionally, all Shire employees, Elected Members, contract personnel, and volunteers who have been provided a mobile device by the Shire, or are using a personal mobile device to access the Shire's electronic resources via internal or external networks; must abide by the document located in the supplementary *Management Practices: Mobile Devices - Code of Practice*.

.....End.....

Document Information

Responsible Position	Manager Information Services
Risk Rating	High

Referencing Documents

- *Local Government Act 1995*
- *Mobile Devices - Code of Practice*
- *Computer System Usage - Code of Practice*

Revision History

Date	Version	CM Reference	Reason for Change	Resolution #	Next Review
Aug 2015	1		New policy	O0815-010	Aug 2017
Mar 2018	2	D16/28997	Minor rewording to make it easier to read	O0318-073	Mar 2020

Jan 2020	3	D16/28997[v2]	Biennial review, no change	O0120-013	Jan 2022
Feb 2022	4	D16/28997[v3]	Biennial review, no change	O0222-033	Feb 2024
Dec 2023	5	D16/28997[v4]	Include scope paragraph and comma after first word of second paragraph in Practice section.	O1223-203	Dec 2025