

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

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| 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 |

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|----------|---|---------------|---|-----------|----------|
| 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 |
| Jan 2026 | 6 | D16/28997[v5] | Biennial review, no change. | O0126-016 | Jan 2028 |