

Policy Title: Information Technology Acceptable Use Policy

Policy # B-127

Date adopted by Council: June 16, 2026



1. POLICY STATEMENT

This policy reflects the Municipality’s commitment to the appropriate, secure, and professional use of municipal information technology resources, and to the protection of municipal data, systems, and reputation.

The Municipality of Jasper shall maintain a consistent and accountable approach to the use of municipal information technology resources to support a secure and reliable digital environment for municipal operations.

2. SCOPE

This policy covers the use of all municipal information technology resources owned, controlled, or operated by the Municipality, including network infrastructure, hardware, software, enterprise applications, and data systems.

The policy applies to all municipal departments, employees, contractors, volunteers, and elected officials who access or utilize these resources. While certain systems supporting infrastructure and service delivery may be governed by separate policies or frameworks, all use of such systems remains subject to the acceptable use and conduct standards established under this Policy.

3. STANDARDS

The Municipality’s corporate approach to the use of IT shall:

3.1 Governance and Security Alignment

- Be guided by recognized cybersecurity and industry standards to ensure a shared language and consistent approach to data protection across the organization.
- Establish and maintain an IT Steering Committee to support coordinated and cross-departmental oversight of municipal information technology resources, cybersecurity, and digital governance initiatives.
- Ensure all Users participate in security awareness and training programs as required to mitigate organizational risk.
- Ensure that software, cloud services, and artificial intelligence tools utilized within the organization are approved and managed in accordance with municipal procedures and data governance requirements.
- Align all system access and usage with established IT governance structures, policies, and municipal insurance requirements.

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3.2 Stewardship and Professional Conduct

- Ensure that any personal use of municipal IT assets is incidental, infrequent, and does not interfere with municipal service delivery.
- Manage IT resources based on their intended business purpose, ensuring use does not compromise the performance, security, or reputation of the Municipality.
- Maintain professional conduct and use municipal IT resources ethically and in compliance with all applicable local, provincial, and federal laws.
- Acknowledge that municipal IT resources are corporate systems subject to monitoring, audit, records management requirements, and disclosure obligations under applicable legislation, and that Users have no expectation of personal privacy when utilizing these resources.

3.3 Implementation and Continuous Improvement

- Support the development and maintenance of an integrated digital environment that enables data-driven decision-making while maintaining strict access controls.
- Foster a culture of continuous improvement by providing access to appropriate tools, training, and guidance for the secure and responsible use of technology.

4. RESPONSIBILITIES

Council

- Approve this Policy and any future revisions.

Chief Administrative Officer

- Approve supporting administrative procedures.
- Ensure organizational alignment with this Policy.

Directors and Managers

- Implement this Policy within their areas of responsibility.
- Support responsible stewardship and use of municipal IT Resources.

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IT Steering Committee (ITSC):

- Oversee IT governance and the secure, professional use of municipal IT Resources.
- Support the development and maintenance of operational processes for system access, monitoring, and security training.
- Integrate IT security considerations into municipal planning and operations.

5. DEFINITIONS

“Acceptable Use” – The professional, ethical, and secure utilization of IT resources in accordance with municipal objectives.

“Users” – Any person granted permission by the Municipality to access its IT resources or network.

“IT Resources” – All municipal information technology resources owned, controlled, or operated by the Municipality, including network infrastructure, hardware, software, enterprise applications, and data systems.

“IT Steering Committee (ITSC)” – Administrative committee responsible for supporting coordinated oversight, governance alignment, and strategic direction related to municipal information technology resources, cybersecurity, and acceptable use standards.