

# EDMONTON

## ADMINISTRATIVE DIRECTIVE



### TITLE

**ACCEPTABLE USE OF COMMUNICATION TECHNOLOGY**

### NUMBER

**A1429B**

### DELEGATED AUTHORITY

**BYLAW 12005 THE CITY  
ADMINISTRATION BYLAW 10(D)**

### DEPARTMENT

**CORPORATE SERVICES**

### STATEMENT

The City of Edmonton ("City") provides Employees access to Communication Technology as a tool to support and achieve the business goals of the corporation. All Employees are obliged to use these tools in a responsible and efficient manner, consistent with their job duties and the law.

### PURPOSE

The purpose of this directive is to establish standards and guidelines for Employees and other users when transmitting, storing and accessing Communication Technology, in accordance with the Code of Conduct.

### APPLICATION

### PROCEDURE

This directive applies to all Employees reporting to the City Manager and applies at all times while using City Communication Technology. This also applies to all employees in the Office of the City Auditor.

### LEGISLATIVE AND ADMINISTRATIVE AUTHORITIES

Municipal Government Act  
Freedom of Information and Protection of Privacy Act  
Code of Conduct Directive A1100C  
Discipline of City Employees Directive A1102  
Corporate Records and Information Management Directive A1410B  
Privacy Directive A1433A

APPROVED:

DATE: OCTOBER 25, 2005

PAGE 1 OF 1

Handwritten signature of R. Maurice in black ink.