

CAPRICORN DISTRICT MUNICIPALITY



EXTRACT FROM THE MINUTES OF COUNCIL MEETING HELD ON 29 JUNE
2017

ITEM

SC 13/2016-2017/5.1.5 Reviewed Information and Communication
Technology (ICT) Policies

RESOLUTION

Resolved, That the following reviewed Information and Communication
Technology (ICT) Policies be approved:

- (a) Backup Policy;
- (b) Data Centre Access Control and Environmental Policy;
- (c) Change Management Policy;
- (d) Notebook and Tablet Policy;**
- (e) Password Policy;
- (f) ICT Account Management Policy;
- (g) Electronic Mail Policy;
- (h) Internet Policy;
- (i) IT Security Acceptable Use Policy; and
- (j) Municipal Corporate Governance of Information and Communication
Technology Policy.

CERTIFIED AS A TRUE EXTRACT
FROM THE MINUTES.


NM LEKGANYANE
COUNCIL SPEAKER

2017/06/29
DATE

CAPRICORN DISTRICT MUNICIPALITY
OFFICE OF THE SPEAKER
2017 -06- 2 -9
LIMPOPO PROVINCE



CAPRICORN

DISTRICT MUNICIPALITY

SUBMISSION

Date: 26 JUNE 2017

Memo Ref: 5/1/4

TO : COUNCIL
DATE : 29 JUNE 2017
FROM : MAYORAL COMMITTEE
SUBJECT : INFORMATION AND COMMUNICATIONS TECHNOLOGY (ICT) POLICIES

1. PURPOSE

The purpose of the submission is to request Council to approve the review of Information and Communications Technology (ICT) policies.

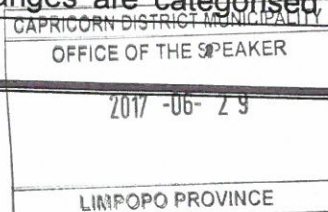
2. BACKGROUND

The Municipality utilises data on a daily basis to perform its duties. This data needs to be effectively managed and secured to ensure that it is available as and when required. ICT and IKM unit has therefore implemented Policies to manage data, systems and access and to ensure effective use of ICT.

Some of these Policies were approved by Council and are now in the process of being reviewed.

The objectives of the policies are as follows:

Name of Policy	Policy Objective
ICT Backup Policy	The policy is aimed manage backup of data utilised by the Municipality. The policy outlines what data has to be backed up, how to store data and how to restore data
ICT Data Centre Access Control Policy	To manage access of the Server room and to ensure that physical conditioned of the server room is protected against fire and any other disaster.
ICT Change management Policy	To manage all changes done on all ICT systems. Changes are categorised in major



	and minor and relevant approval is required for every change.
ICT Notebook Policy	To manage the allocation, protection and the use of Municipal Laptops/Tablets
ICT Password Policy	To manage the use of passwords and password credentials, reset and unlock password.
ICT Account Management Policy	To manage the creation, modification and termination of user on the system
ICT Email Policy	To manage the use of email, the size of email and the language to be used when communicating through email.
ICT Internet Policy	To manage the use and access of Internet. It also list prohibited sites and restricted downloads
ICT Security Policy	To manage security and ensure that data is secured. It also outlines all security measures on the systems, infrastructure and network.
Municipal ICT Governance policy	To regulate Governance of ICT within the Municipality to ensure that ICT support Municipal strategies and that Municipal Council, Executive Management and Management plays a role in ICT initiative.

3. INPUTS FROM RELEVANT STRUCTURES

3.1 Inputs from Corporate Services Portfolio Committee

To include a table of policy number, date of approval, date of review by each committee on each policy so that the Municipality is able to easily track dates

3.2 Inputs from LLF Sub Committee (Basic Condition)

3.2.1 All Policies should be reviewed as and when required and not every two years.


3.2.2 Tablets for Councillors should be revised as follows:

- Provision of tools of trade for Councillors will be done in line with rules and regulations as determined by the upper limits and applicable legislation
- Wi-Fi access should be included in the policy.



4. RECOMMENDATION

That Council approves the reviewed Information and Communications Technology (ICT) policies.

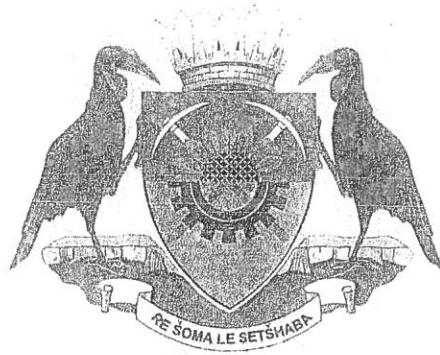


CLLR M.J. MPE
EXECUTIVE MAYOR

2017/06/26
DATE

CAPRICORN DISTRICT MUNICIPALITY
OFFICE OF THE SPEAKER
2017 -06- 29
LIMPOPO PROVINCE

Capricorn District Municipality
Notebook and Tablet Policy



CAPRICORN DISTRICT MUNICIPALITY

Notebook And Tablet PC Policy

Policy ref number: 10/5/P-3

DOCUMENT VERSION CONTROL			
Version	Version Date	Nature of Change	Changed by Person
1.0	07 August 2015	New Document	Corporate Services Department
1.1	25 August 2015	Review Update	and Executive Management
1.2	14 December 2015 09 May 2016	Review Update	and Management
1.3	29 March 2017	Review Update	and LLF Subcommittee
1.4	08 June 2017	Review Update	and LLF
1.5	19 June 2017	Review Update	and Corporate Services portfolio
1.6	26 June 2017	Review Update	and Mayoral
1.7			Council

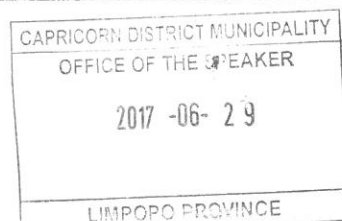


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1. PURPOSE

- 1.1 Computer literacy is a key basic skill required of employees at almost all levels in the Capricorn District municipality. Consequently, every employee is expected to have a certain amount of dexterity in the use of a personal computer and to consequently acquire or develop an information literacy skill, which is, in addition to numeracy and literacy, also fast becoming a key skill requirement to function effectively and to deliver quality services in the information economy.
- 1.2 The Capricorn District municipality is, as an employer, responsible for and is committed to providing members of its staff with access to a desktop personal computer (PC) for the performance of their duties, for the execution of managerial instructions and for communication purposes, in the office. A desktop personal computer is thus provided as a matter of course on requisition through the normal procurement process. However, as a notebook PC is not a standard piece of office equipment; a policy is thus needed to address a need by some staff members to acquire a notebook personal computer instead of a desktop personal computer.
- 1.3 The purpose of this policy is thus to provide fairness in the allocation of notebook for use by employees as a work facility, and to provide guidelines for the use of notebook PCs.
- 1.4 In this policy, a notebook personal computer is classified as a notebook, laptop, a tablet or handheld personal computer.
- 1.5 This policy must be observed by all Capricorn District Municipality staff members who are assigned with a notebook.

2. RIGHT OR PRIVILEGE?

2.1 A notebook PC may be provided in view of a desktop PC. However, this is a privilege, not a right. A notebook PC user shall not use the notebook PC for private financial gain.

3. STAFF MEMBERS TO WHOM NOTEBOOK / TABLET MAY BE PROVIDED

- 3.1 Notebook are provided to Executive Managers, and Managers and Ops Managers.
- 3.2 Provision of tools of trade for Councillors will be done in line with rules and regulations as determined by the upper limits and applicable legislation.
- 3.3 Notebook PCs and tablet may also be allocated to officials who have to carry out work efficiency inspections, support, process re-engineering, as they have to do so

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Notebook and Tablet Policy

more often than not away from their offices. A written motivation must be submitted by the Departmental Executive Manager to which the laptop is required, to the Committee who recommend and approve the allocation of the equipment to ICT Manager for processing.

- 3.4 Tablet may also be allocated to officials who have to carry out work efficiency inspections, support, process re-engineering, as they have to do so more often than not away from their offices. A written motivation must be submitted by the Departmental Executive Manager to which the laptop is required and a committee approve and approved by the Municipal Manager
- 3.5 Staff members whose most of its functions are performed mostly out of office may request allocation of notebook.
- 3.6 Technical support staff, for example, information Knowledge management support staff are automatic
- 3.7 Information Management Services will maintain and avail a pool of notebooks in good condition for the use of ad-hoc usages by officials who was not allocated with a permanent notebook for a period not longer than one month, unless valid prove is provided for the extension
4. **CUSTODIANSHIP**
- 4.1 An employee to whom a notebook PC has been allocated or provided is responsible for the safety and custodianship of the PC in the office and outside the office.
- 4.2 No person other the custodian may have access to the notebook PC. The exception is the support technicians who from time to time will need to assist the official with technical or operational support.
- 4.3 A member of staff who vacates or resigns from his position by virtue of which she or he had been allocated a notebook PC shall forgo all rights of custodianship to the notebook PC with effect from the date of vacation or last day of work. Such a notebook PC shall be send back to the IKM department until the post is filled. The laptop shall be allocated to the successor unless the life span of equipment has lapsed then a new laptop can be purchased. No laptop will be purchased, and if the laptop utilised by predecessor is within the life span period, the successor must continue utilising the laptop until the replacement is due. A verification process will take place with IKM support personnel who will then report to the IKM manager for any issue relating to the notebook.



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- 4.4 Upon departure from service in the Capricorn District Municipality, a notebook PC must be returned to the relevant IKM support personnel. It is the responsibility of the official to hand over the notebook to the IKM department in his/her last of work. Failure to return the notebook will be subjected to recovery of the value of the notebook from his/her money due to him/her on exit.

5. SECURITY

- 5.1 When it is in use, a notebook PC shall be fitted with a Kensington lock cable which must be hooked to an immovable object to make it difficult to steal. The lock will be supplied with the notebook PC.
- 5.2 All notebook PCs are configured with a binary input output system (BIOS) password, and an operating system password. The operating system is configured to force a change of password every three months.
- 5.3 On connection to a local area network (LAN), a notebook that has been out of office is automatically updated with the latest antivirus definition from the parent server. This is done in the background, and a user may not observe or be aware of this action. All official data are stored on the network and the data is automatically synchronised to update all changes made out of the network. Users must be aware that there will be no backup made for data stored on the desktop and local machine since notebook.

6. REMOTE ACCESS

Notebook PC users may access systems remotely through the use of Data Cards that are allocated to Executive Manager and Managers

8. SOFTWARE LICENSING

Only software that has been licensed by the Capricorn District Municipality may be loaded on a notebook PC. This should be done by members from IKM Support Personnel.

9. CARTAGE

A notebook PC shall always be carried in a padded carry bag which is provided with the notebook PC. This carry bag may not be exchanged for another carry bag without the prior written consent of IKM Support Personnel. The notebook shall be strapped



securely inside the carry bag.

10. LOSS OF NOTEBOOK / TABLET AND ACCESSORIES

If a notebook PC or any of its accessories is lost or damaged, the official will immediately report to the nearest Police, and report to finance with the attached Police report.

11. NOTEBOOK / TABLET LIFESPAN

A staff member is expected to use and care for a notebook PC in his or her custody for a minimum period of three years and a maximum period of five years as prescribed by the National Treasury Asset Management Guide.

12. CARING OF NOTEBOOK / TABLET

- 12.1 Because notebook PCs are so portable, they have become a prime target of thieves. When you are travelling, make sure that your notebook PC is always in sight and, if possible, in a place where it can be visible and place attraction of thieves, even at home
- 12.2 Be especially alert in hotels, airports, restaurants, conference centres, meeting places, at railway stations and bus stops. Thieves tend to target travellers on business at these places.
- 12.3 When you are going through a metal detector at a security check point, hold your notebook PC in your hand until the operator has cleared the scanner. Do not put your notebook PC carry bag on the conveyor belt until you can fix your eyes on it and follow it right through. Be extremely wary of distractions from behind while your notebook PC is going through the belt. One person typically sets off the metal detector, thus holding up the line, while his or her collaborator grabs the notebook PC which has been set down on the conveyor belt too early.
- 12.4 Always carry the notebook PC as hand baggage onto the aircraft. Under no circumstances should you allow it to be sent with luggage under the carrier of the aircraft.
- 12.5 When you are travelling, carry your notebook PC in a camouflage back that does not look like a notebook carry case, such as a briefcase, a duffel bag, as these are less likely to attract thieves.

- 12.6 Keep a record of your notebook PC make, model, serial number and departmental inventory number in your pocket diary. The pocket diary must be kept on your person and not in the notebook PC carry bag. You may need this information to open a police case in the case of theft and to facilitate speedy recovery.
- 12.7 If you are travelling to a conference, seminar or meeting where you are going to make a presentation, keep your presentation material on a CD or flash disk as well. Do not just rely on the copy on the hard drive of your notebook PC. Keep the CD or flash disk on your person and not inside the carry bag.
- 12.8 No food or drink may be brought near a notebook PC.

13. NOTEBOOK / TABLET CONFIGURATIONS

A standard configuration is installed and maintained by the IKM Support division. A notebook PC user may not install own software nor change configuration settings without the prior knowledge and consent of the IKM Manager/ support personnel.

14. USE OF A NOTEBOOK / TABLET OTHER THAN AS A WORK FACILITY

A notebook PC user shall not use the notebook PC for private financial gain.

15. APPLICATION AND DATA PROTECTION

- 15.1 When you are engaged in a meeting and you leave your desk or table for coffee or tea break or lunch, log off from the operating system, and always ensure that your screen is locked every 10 minutes or so of keyboard inactivity, to prevent access to your data on your PC by other persons. The screen locks are set by IKM Support Personnel by default.
- 15.2 The data or documents on any personal computer are, in the first instance, the property of the Capricorn District Municipality. All document within the My Documents folder will by synchronized to the storage server.
- 15.3 Regular inspection will be carried out once a year in conjunction with Asset Management Division to compile a report on the condition of the notebook PC. Any irregularities found on the notebook will be subject to violation of the IT policy.

16. CONCLUSION



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- 16.1 Officials and Councillors are required to commit to memory the stipulations contained herein. By making use of a notebook PC, a staff member implicitly acknowledges this policy and agrees to abide by the policy in its entirety.
- 16.2 This policy is subject to review as and when required

17. APPROVAL

This policy was approved by _____ on the _____ day of _____ 2017

