All employees are responsible for keeping the City's network and servers secure. Following these guidelines will prevent many issues. Please note, these guidelines apply whether you are connecting to the City's network from home or in a City facility, working on a laptop or a desktop computer, or if you are working on a mobile device including Blackberry, iPhone, iPad or other mobile device.

01 Viewing, downloading, or storing inappropriate content is strictly prohibited

02 Staff are not to store any personal data on the network or computer

03 Never share your login and password with anyone, including other staff

04 Sending or moving City data outside the City network should only be done with advance supervisor approval

05 Never leave City-issued devices unattended, and report lost or stolen equipment immediately

06 Downloading or installing computer software without permission is not permitted—contact IT Helpdesk for guidance

07 Access to the City network from home is provided only to staff that require it to carry out their work

08 Report application, system or network problems immediately to IT Helpdesk

09 Only City devices may connect to the City Staff Wi-Fi network. Personal devices can be connected to the Burnaby-Public Wi-Fi network

10 Personal use of City computers, phones, Internet, etc., is permitted as long as it is kept to a minimum

10 IMPORTANT POINTS ABOUT USING THE

CITY'S COMPUTER NETWORK

For more information, refer to the Acceptable Use of the City of Burnaby's Computing Technology and Network Resources Policy on the connectBurnaby portal

PROTECTING STAFF AND KEEPING THE CITY'S NETWORK SAFE

HELPDESK
604-294-7939
helpdesk@burnaby.ca