



THE REVOLUTIONARY GOVERNMENT OF ZANZIBAR

ZANZIBAR e-GOVERNMENT AGENCY

INTERNET USAGE GUIDELINE

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Introduction

The Internet, network and computer equipment should be used in helping government to serve the people in an efficient and effective manner. With such use, however, comes responsibility and each government institution and staffs is responsible for safeguarding the public trust. Each government institution is, therefore, responsible for control the use of internet and network and misuse of government resources. All staff must prevent the introduction of computer viruses into government systems. Staffs must have virus-scanning software to check any software or documents downloaded from the Internet.

Internet usage

internet usage policy is a document used by staff to communicate the acceptable use of technology in the workplace. This document provides rules and guidelines surrounding the organization's expectations of their staffs when using the internet and other company-provided devices.

Guideline brief and purpose

This internet usage guideline outlines the rules to be followed when staff access our Government's internet connection, network and equipment. We want to avoid inappropriate or illegal internet use that creates risks for our Institution reputation, lower performance of government and hence leads to poor service delivery.

Scope

This staff's internet usage guideline applies to all our employees, contractors, volunteers, trainees and partners who access Government network, internet and computers.

Elements of internet usage guideline

Internet

Appropriate usage of government internet;

The staffs are allowed use internet in the following manner;

1. To complete their jobs
2. To seek more information that will help to improve their work
3. To access social media sites, personal and institution accounts in compliance with social media guideline.

Internet usage restriction

The employee should not use organization internet to:

1. Download or upload obscene, offensive or illegal material.
2. Send confidential information to unauthorized recipients.
3. Invade another person's privacy and sensitive information.
4. Download or upload movies, music and other copyrighted material and software.
5. Visit potentially dangerous websites that can compromise the safety of our network and computers.
6. Watch online streaming movie sites, medias and programs during the working hours.
7. Perform unauthorized or illegal actions, like hacking, fraud, buying/selling illegal goods and more.

Note: staffs are advised to be careful when downloading or opening/executing files and software, provided that the institution will not take any responsibility if staffs devices are infected by malicious software, or if their personal data are compromised as a result of inappropriate use of internet.

Management of internet

The division/unit responsible for the proper management of internet should ensure that they provide best ways of managing internet within their institutions. The responsibilities include;

1. Apply authentication for all staffs through firewall during internet access
2. Provide internet access privilege to the staffs based on their job descriptions
3. Block sites that are not work related i.e. torrents, Netflix.

Network and computer equipment

Any use of Government network and connection must follow our National and Institution's ICT policy

All staffs should:

1. Keep their passwords secret at all times.
2. Log into their system accounts only from safe devices.
3. Use strong passwords to log into work-related websites and services.

Computer equipment

The e-Government Agency expect all staffs to respect and protect government's equipment. "Government's equipment" in this computer usage guideline for staffs includes government-issued phones, laptops, desktops, tablets and any other electronic equipment that belongs to government.

Disciplinary action

Staffs who don't obey to this organization internet usage guideline will face disciplinary action. Serious violations will be cause for suspension of staffs, termination of employment, or legal action when appropriate.