



APPLICATION FORM
INTERNET SERVICES

A USER DETAILS

SURNAME: _____ INITIALS: _____

FULL NAME _____

DEPARTMENT: _____

TOWN: _____ REGION: _____

JOB TITLE: _____ BUILDING: _____

TEL. / EXT. _____ PERSAL NO: _____

IF APPLICATION IS FOR E-MAIL, THE USER WILL BE NOTIFIED OF USERID DETAILS.

B FUNCTIONS REQUIRED ON INTERNET

E-MAIL ADDRESS (only if address already exist.): _____

I agree and accept the conditions set out in the attached letter by the Director-General.

Applicant Signature

Supervisor Signature

NOTE: INTERNET ACCESS IS BILLABLE AT A COST OF R150.00 PER BUILDING PER MONTH FOR THE FIRST 50MB OF DATA ACCESSED. THERE AFTER IT WILL BE BILLED AT R4.34 PER 1MB OF DATA ACCESSED.

APPROVED BY HEAD OF DEPARTMENT: _____
(Only applicable for Internet Applications)





AUTHORISATION FOR CREATION BY ITB MANAGER: _____

(The Head ITB must be notified when the requested services are no longer required, or when the position and or details of the applicant changes)

Mpumalanga Provincial Government Internet Policy

1. General

The Internet is an "open" environment. Information transmitted by the Internet or stored on servers accessible by the Internet may be non-secure and may be logged or viewed by non-intended audiences. Activities on the Internet can be traced to the address from which it originates.

2. Definitions

"User" means all persons authorized to access the Internet via a government service provider including employees, seconded and contractors.

"Internet" means the global interconnection of data networks or bulletin board systems that commonly use (but are not limited to) the Internet Protocol.

"Sensitive Information" means personal, confidential or protected information whose release is unauthorized i.e. information, which is reasonably likely to be accepted or excluded from access under the Freedom of Information and Protection of Privacy Act.

"Offensive material" includes, but is not limited to, pornography; hate literature or any material, which contravenes the Human Rights Act.

"Scheduled Hours of Work" does not include approved rest and / or meal periods.

3. Objectives

To set appropriate standards for access to the Internet using government facilities.

4. Principle

Access to the Internet is provided to users to assist in the performance of their work.

5. Policy

- Users must comply with all applicable laws and regulations and must respect the legal protection provided by copyright and licenses with respect to both programs and data.
- Internet usage must be able to survive public scrutiny and / or disclosure. Users must avoid accessing sites that might bring the public service into disrepute, such as those, which carry offensive material.
- Sensitive information must not be transmitted via or exposed to Internet access.
- Employees may use government Internet services for personal improvement, outside of scheduled hours of work, provided that such use is consistent with professional conduct and is not used for personal financial gain.
- Internet Relay Chat channels or other Internet forums such as newsgroups or net servers may be used only to conduct work related business or to exchange technical or analytical information. Users who wish to express personal opinions must use a private Internet provider and a personal I.D.
- Users must not attempt to obscure the origin of any message or download material under an assumed Internet address.
- Accounting Officers must ensure that all users sign an [Internet Usage Agreement](#)



- (example attached) before access is allowed. This agreement may be incorporated into existing system access agreements.
- The Information Technology directorate monitors the use of government networks and may monitor selected network traffic at the request of the Accounting Officer.
- Alleged inappropriate use of the Internet will be reviewed by departments on a case-by-case basis and may lead to disciplinary action up to and including dismissal or cancellation of contract.

6. **Responsibilities**

- Users are responsible for ensuring that their use of Internet access is appropriate and consistent with ethical conduct under this policy and with the Standards of Conduct Policy contained in Section 1.3. Of Personnel Management Policies and Procedures issued by the Public Service Employee Relations Commission.
- Accounting Officers are responsible for ensuring that all employees who have Internet access have signed an Internet Usage Agreement and that it is placed in the employee's personnel file.
- Accounting Officers are responsible for taking disciplinary action when this policy is contravened.

Internet Usage Agreement

I, _____ acknowledge that I am being granted Internet access using Government facilities in order to carry out my work and agree that my use of the Internet will be conducted in an ethical professional manner.

I agree that I will not use this access for personal use during scheduled hours of work. I also agree that personal use will not include inappropriate behavior such as: access to or downloading from offensive sites; personal (non work – related) postings to Internet forums such as Newsgroups or List servers; or activities for personal financial gain.

I understand that my use of the Internet is identifiable by others as a Government activity and acknowledge that it is my responsibility to ensure that my usage does not contravene any laws or regulations, including copyright and licensing issues and laws respecting obscene and discriminatory material. I also agree that I will not transmit sensitive material via the Internet.

I understand that my usage may be monitored without further warning and that inappropriate usage may be cause for disciplinary action up to and including dismissal, or cancellation of contract.

Signed

Witness



provincial treasury
MPUMALANGA PROVINCE
REPUBLIC OF SOUTH AFRICA

Date