

# **National Assembly of Bhutan**



## **WIFI Use Policy**

Date: April 1, 2019



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## **Background**

The National Assembly Secretariat provides leased line internet connection and wifi services for a conducive and efficient working environment for the National Assembly Members and the Secretariat Staff. The current revised bandwidth of leased line in the National Assembly is 23 mbps in the Secretariat and 27 mbps in the Office of the Members of Parliament.

## **Objective**

Use of the internet (WIFI) is permitted and encouraged where such use supports the goals and objectives of the Agency. The National Assembly also allows its Members and staff to use smartphones and tablets of their choosing at work for their convenience. However, the National Assembly Secretariat reserves the right to revoke this privilege if the user does not abide by the policies and procedures outlined below.

This policy is intended to protect the security and integrity of the National Assembly of Bhutan's data and technology infrastructure. Limited exceptions to the policy may be allowed due to variations in devices and platforms used. This policy also ensures that the user do not create unnecessary risk to the agencies by their misuse of the internet, comply with current legislation and use the internet in an acceptable way.

All Members and staff must agree to the terms and conditions set forth in the policy to be able to connect to the wifi provided by the Secretariat.

This policy is in line with the overall policy of the Information Communications Media Act of Bhutan 2018.

## **Devices and Support**

- Smartphones such as iPhones, Android and Window phones are allowed.
- Tablets including iPad and Android apart from those issued by the NAS are allowed.
- Connectivity issues to the devices provided by the Secretariat are supported by the Information and Communications Division (ICD).
- Other devices must be presented to the ICD for proper configuration of standard apps and browsers, office productivity software and security tools before they can access the network.

## **Acceptable Use**

- The Secretariat defines acceptable use as activities that directly or indirectly supports the working of the National Assembly of Bhutan.
- Reasonable and limited personal communication and recreation, such as reading or browsing social media sites.
- Employees must refrain from downloading or accessing certain sites such as Youtube and other similar sites during peak work hours from 9am-12 noon and from 2pm -4pm while connected to the NAS wifi.
- Device camera and video capabilities are not disabled while on site.

## **Unacceptable behavior**

The following behavior are unacceptable while using the National Assembly's WIFI:

- Visiting internet sites that contain obscene, hateful, pornographic or otherwise illegal material.

- Using the computer to perpetrate any form of fraud, or software, film or music piracy.
- Using the internet to send offensive or harassing material to other users.
- Downloading commercial software or any copyrighted materials belonging to third parties, unless this download is covered or permitted under a commercial agreement or other such license.
- Hacking into unauthorized areas.
- Publishing defamatory and/or knowingly false material about the agencies or country at large.
- Revealing confidential information about the agency or government in a personal online posting, upload or transmission that may impose security threat to the country.
- Undertaking deliberate activities that waste staff effort or networked resources.
- Introducing any form of malicious software into the network.

## **Monitoring**

It is accepted that the use of WIFI is essential to deliver many important services. However, misuse of this facility can have a negative impact upon user's productivity, reputation of the civil servants and may even impose security threats to individual/ country. The specific content of any transactions will not be monitored unless there is a suspicion of improper use. The ICD will change the password as and when it feels that the security is compromised.

Wifi password will be inputted by the ICD and will not be disclosed.

## **Sanctions**

If a user fails to comply by this policy, the Members and staff will be dealt as per the Code of Conduct of the Members of Parliament and Bhutan Civil Service Rules and Regulations in case of secretariat staff.

## **Application of Sanctions**

In case of breach of the policy by Members, the ICT Division will refer the case to the management, which will refer it to the House Committee for further action. In case of staff, the ICD will refer the case to the management for its decision.

## **Segregation of Network**

### **Internal user network**

The user shall access internal network only. The user consists of Member of Parliament and NAS staff.

### **Social sites:**

#### **Allowed sites**

Social sites such as youtube, facebook, wechat, whatsapp, twitter, instagram, telegram etc. are accessible.

#### **Blocked sites:**

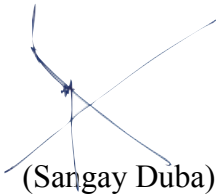
Pornographic, game sites and malicious sites.



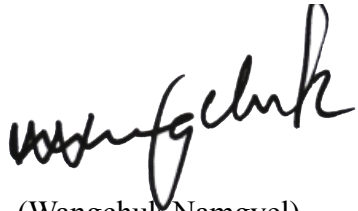
## **Agreement**

The Members and Staff of the National Assembly of Bhutan hereby agrees to abide by the terms and condition of this policy.

**The Speaker and the Secretary General hereby signs and endorses the Wifi Use Policy on 1<sup>st</sup> April, 2019.**

A blue ink signature, appearing to be 'Sangay Duba', written in a cursive style.

(Sangay Duba)  
**Secretary General**

A black ink signature, appearing to be 'Wangchuk Namgyel', written in a cursive style.

(Wangchuk Namgyel)  
**Speaker**

**Appendix:**

<b>Sl No</b>	<b>Author</b>	<b>Version</b>	<b>Date</b>	<b>Remarks</b>
1	Mr. Sampa Dhendup	1.0	15/02/2019	Drafted
2	Ms. Sonam Lhamo	1.1	01/03/2019	Revised