



**Islamic Republic Of Afghanistan  
Kabul Municipality**



# **INTERNET USE POLICY STANDARD OPERATING PROCEDURE**

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Signature: \_\_\_\_\_



## Islamic Republic Of Afghanistan Kabul Municipality



**References:** [Procedure Working Group Resolution No. # ]

**Definitions:** The following definitions apply to this Standard Operating Procedure:

ICT refers to Information & Communications Technology.

KM refers to Kabul Municipality.

WWW refers to World Wide Web.

HTTP refers to Hypertext Transfer Protocol.

**Applicability:** This Standard Operating Procedure applies to all Kabul Municipality employees including remote Directorates and District Offices employees.

**Policy:** Access to the Internet will be provided to users to support official activities and only on an as needed basis to perform their jobs and professional roles. It is the policy of KM that access to the Internet will be approved and provided only if reasonable business needs are identified. Internet services will be granted based on an employee's current job responsibilities.

**Procedures:**

1. A user needs to submit an official internet access form to the KM IT department after the approval of their unit head.
2. The IT department will then check the user's computer and connect the user to the internet.
3. Internet access is restricted and under control by KM IT department for all users.
4. All users connected to the internet should follow the standard KM policy for Internet usage.

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