



Computer Usage Policy

1. Preamble

This policy defines appropriate computer usage for all employees of the USSU, including the Executive Committee and General Manager unless otherwise intended and those employees falling within the Collective Agreement. Authorization to use is non-transferable.

Access to and use of the USSU's network, computers, servers and services are provided only to authorized individuals for use in connection with the USSU's legitimate business. Any intended uses not clearly related to the USSU's business must have the written authorization of the General Manager. It is each individual user's responsibility to clarify acceptable uses with their manager before use.

As a general principle, users must remember that they are acting as representatives of the USSU, and using USSU equipment. At all times, they must follow USSU policies and legal requirements when using the Internet and email.

This policy compliments the University of Saskatchewan Computer Use Policy since the facilities are supplied by the University of Saskatchewan. See www.usask.ca/policies/4_11.htm as well as www.usask.ca/dcs/online_docs/computer_use_policy.html# APPENDIX B for information on these policies.

2. Acceptable Uses

2.1 Acceptable use of computers include the following:

- To provide a means of communication with other Student Unions', the university, agencies and organizations and students;
- To view and obtain information in direct support of the USSU business activities;
- To promote services and products of the USSU;
- Communicate and obtain information in support of approved personal training and development activities;
- Any other use that directly supports the work of an elected officer or member of staff;
- USSU provides a standard set of software programs relevant to each position any additional software programs must be approved by the appropriate manager and IT personnel.

The USSU condones a limited amount of personal use, for example purchasing goods and services. General surfing of the Internet for non-work-related purposes should be largely confined to times outside of normal working hours such as during a lunch break, prior to starting work, or after work.

3. Unacceptable Uses

In general terms, any use of the Internet, which contravenes any legal Act (for example the Copyright Act, University of Saskatchewan Computer policy); or any USSU internal policy (in particular, USSU policies on equal opportunities or harassment) is unacceptable.

Unacceptable uses include the following:

- Illegal or malicious use, including downloading or transmitting copyright material;
- Accessing, storing or transferring pornographic or obscene material;
- The deliberate circulation of computer viruses, or the use of the Internet to attempt unauthorized access to any other IT resource;
- Access to or distribution of material that contravenes the USSU's Human Resources Policies: do not be abusive in messages to others. Be careful with humour; remember written messages can be easily misconstrued;
- Soliciting/obtaining personal information for purposes not relevant to the USSU;
- Access to and use of recreational games;
- Use of e-mail for potentially libelous or defamatory purposes;
- Digital files related to any USSU business are the property of the USSU and must be respected and treated as such.

4. File Maintenance/IT Access

All IT personnel are bound by a confidentiality agreement that prohibits them from sharing information regarding employee computer accounts with anyone except the General Manager.

All computers are checked for software updates on a regular basis. From time to time computer backups require intervention and IT personnel to access file names and sizes.

All documents and files including email are accessible by the IT personnel due to the super-user capability of their administrative login and the nature of the access required to perform the support duties. Files and emails will be accessed for troubleshooting purposes. The employee will be notified whenever possible if IT personnel are going to be accessing their data unless support was requested by the General Manager to provide assistance with reference to the user's account or files. Requests to IT personnel to check on employee computers may be necessary in the event of suspicion of fraud, misuse or other extenuating circumstances and this request must be authorized by the General Manager. Staff will be notified that their computer use or activity was viewed. Any information accessed by the IT personnel will remain confidential.

5. Disciplinary Action

Action may be taken against any user of the USSU's computer systems and/or services that contravenes the requirements of these guidelines, by reference to the Human Resource Policy.

Contact Information: Vice-President Operations & Finance 966-6967			
Policy Authority: Executive Committee			
<u>Approvals</u>	<u>Board/Committee</u>	<u>Date</u>	<u>Motion</u>
Created/Adopted	Executive Committee	08/30/05	EXEC32
Amended	Executive Committee	01/11/06	EXEC75
Amended	Executive Committee	08/11/08	EXEC30
Amended	Executive Committee	07/06/10	EXEC21