



Policy Name:	Computer and Laptop Usage Policy		
Category:	Human Resources	Policy #	HR-6

1. Preamble

This policy defines appropriate computer and laptop usage for all employees and volunteers 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, laptops, servers and services are provided only to authorized individuals for use in connection with the USSU's legitimate business. Any individual whose intended computer uses are not clearly related to USSU business must have the authorization of their 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 Information Technology Use Policy](#) since the facilities are supplied by the University of Saskatchewan.

2. Acceptable Uses

Acceptable use of computers and laptops 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 and services;
- 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.

3. Unacceptable Uses

In general terms, any use of the Internet, which contravenes any legal Act (for example the Copyright Act, University of Saskatchewan Information Technology Use Policy); or any USSU internal policy is unacceptable.

Unacceptable use of computers and laptops 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;

4. File Maintenance/IT Access

4.1 All IT personnel are bound by a confidentiality agreement that prohibits them from sharing information regarding employee computer/laptop accounts with anyone except the General Manager (or designate).

4.2 All computers and laptops 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. For those that have mobile devices (laptops), it is their responsibility to ensure their devices are kept up to date as directed by IT.

4.3 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 (or designate) to provide assistance with reference to the user's account or files. Requests to IT personnel to check on employee computers/laptops 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 (or designate). Staff will be notified that their computer use or activity was viewed. Any information accessed by the IT personnel will remain confidential.

4.4 Digital files related to any USSU business are the property of the USSU and must be respected and treated as such.

5. Shared Laptops

5.1 The USSU has shared laptop computers for internal use directly related to USSU business.

5.2 The shared laptops must be booked out using Google Calendar. If there are any conflicts arising from booking arrangements the laptop will be assigned based on the order booked.

5.3 USSU shared laptops are to be used strictly for USSU business. USSU shared laptops are not to be used for personal or academic purposes. All laptops must not be left unattended.

6. Return of Laptops and Accessory Items

6.1 All USSU laptops (shared and assigned) and accessory items are to be returned to the IT Support Staff at the end of the user's assigned time with the laptop and accessory items.

6.2 An individual who is provided assigned/shared laptops and accessory items are responsible for the care of the devices. If any damage has occurred to any laptop or accessory item then the individual must adhere to any contractual agreement that was signed at the time of borrowing the device.

7. Disciplinary Action

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

Contact Information:	IT Support: (306) 966-6986		
Policy Authority:	Executive Committee		
Approvals	Board/Committee	Date	Motion
Created/Adopted	Executive Committee	08/22/2022	EXEC35