Computer and Network Use Policy

Policy owner: General Manager

Audience: Executive, Staff

Approved: Board of Directors (Meeting July 11, 2016)

Last Reviewed: July 11, 2016

Review Schedule: July 2018

1.   Introduction

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

2.   Definitions

- **Facilities** - include, but is not limited to, computers, whether networked or stand-alone; networks, whether wired or wireless; software; servers; systems; network ports for access from off-site; and gateways used to access external networks such as the Internet and the World Wide Web.
- **Services** - include but is not limited to, e-mail, documents, file storage, portals and other web services, web page hosting and others.

3.   Policy

Access to and use of the URSU's facilities are provided only to authorized individuals for use in connection with the URSU's legitimate business. Any intended uses not clearly related to the URSU'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 URSU, and using URSU facilities. At all times, they must follow URSU policies and legal requirements when using the Internet and email.

This policy compliments the University of Regina Use of Computer and Network Systems Policy since the facilities are supplied by the University of Regina. See http://www.uregina.ca/policy/browse-policy/policy-OPS-080-005.html

3.1   Acceptable Uses

Acceptable uses 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 URSU business activities;
- To promote services and products by the URSU;
- 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.

URSU provides a standard set of software programs relevant to each position. Any additional software programs must be approved by the General Manager.

The URSU 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.

3.2   Unacceptable Uses

In general terms, any use of the Internet, which contravenes any legal Act (for example the Copyright Act, University of Regina Use of Computer and Network Systems Policy); or any URSU internal policy (in particular, URSU 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 URSU'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 URSU;
- Access to and use of recreational games;
- Use of e-mail for potentially libelous or defamatory purposes.

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

3.3   File Maintenance/IT Access

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

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

All services 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.   Services 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 facilities and services 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 facility and/or services use or activity was viewed. Any information accessed by the IT personnel will remain confidential.

3.4   IT Support

Should any authorized user of URSU facilities or services experience any technical difficulties, they are to submit an IT support request by email to support@ursu.ca and cc the General Manager at gm@ursu.ca. Technical support, facility modifications, service, repairs or installations by any party other than URSU contracted IT personnel shall only be permitted upon written authorization by the General Manager.

3.5   Company Laptops

The URSU has several laptop computers for internal use directly related to URSU business. Internal use covers the following:
- All current Executive members,
- All current Managers, and,
- Other current staff who may use the laptop after receiving permission from their manager.

3.5.1   Procedures

a. Booking
The laptop must be signed out from the Operations Manager. If there are any conflicts arising from booking arrangements the laptop will be assigned based on the priority listed above, then by the order booked.

b. Usage
All URSU laptops are to be used strictly for URSU business. URSU laptops are not to be used for personal or academic purposes. Laptops must not be left unattended.

c. Returning
All URSU laptops are to be returned to the Operations Manager immediately following use.

4.   Disciplinary Action

Action may be taken against any user of the URSU's facilities and/or services that contravenes the requirements of this policy including but not limited to;

- Restrictions or loss of access to any or all of the facilities and services at the URSU.
- Legal action that could result in criminal or civil proceedings.
- Disciplinary action up to and including termination.