

<p style="text-align: center;">Rainy River District Social Services Administration Board</p> <p style="text-align: center;">ACCEPTABLE USE OF INTERNET/ELECTRONIC MAIL</p>	<p style="text-align: center;">Policy Area</p> <p style="text-align: center;">HUMAN RESOURCES Employee Relations</p>
	<p style="text-align: center;">Policy Number</p> <p style="text-align: center;">HR-3.10</p>

Purpose

Effective performance of computer and telecommunications networks, whether local or global, relies upon end users adhering to established standards of proper conduct. The following policy defines the responsibilities of Rainy River District Social Services Administration (RRDSSAB) employees, including volunteers, students and placements, using the network and Internet. In general, this requires efficient, ethical and legal utilization of network resources.

Users of Internet-related systems must consider that, while they use corporate systems, they represent the corporation just as they would at a corporate function.

This resource, as with any other public resource, demands those entrusted with the privilege of its use be accountable.

Policy

All users of provided Internet services, including electronic mail, must comply with the following standards of acceptable use:

- use of network resources must support RRDSSAB objectives;
- users must abide by the copyright law, contract, and other local, provincial and federal laws, Board policies & procedures, guidelines and regulations;
- use of network resources for commercial use or profit is prohibited;
- use of network resources for the purpose of harassment is prohibited;

in order to prevent spyware or viruses, employees must have prior approval from the Network Administrator, before downloading software from the internet;

all files will be scanned for viruses prior to being used;

users who inadvertently access undesirable web-sites will immediately exit the web-site and notify the Network Administrator;

intentional use of Internet resources to access, process or propagate obscene material, inappropriate text or e-mail, or graphic files, or files dangerous to the integrity of the network is prohibited;

users must abide by generally accepted network etiquette; and

use of internet services, including electronic mail, must be confined to DSSAB business during working hours. Personal use during work hours is prohibited.

Failure to comply with the above standards may result in access to Internet and e-mail resources being denied to the individual, and disciplinary action taken, up to and including dismissal. (See *HR-3.3: Employee Conduct & Performance*).

Procedure

At orientation, all employees, including volunteers, students and placements, will be provided with a copy of *Policy HR-3.10: Acceptable Use of Internet/Electronic Mail* and indicate by signature that they have received, read, understand, and agree to adhere to the said policy.

Those employees not connected to the Local Area Network (LAN) must ensure their anti-virus software is current. Updates should be completed on at least a weekly basis.

ADOPTION & REVIEW GUIDELINES

Approved by Res. #43/01 on 15 March, 2001

Reviewed/Revised by Res. #125/04 on 16 December, 2004

Reviewed/Revised by Res. #20/09 on 9 April, 2009

Approximate date of next review: April, 2013

REFERENCES:

POLICY AREA

Human Resources

POLICY NAME AND NUMBER

HR-3.3 Employee Conduct & Performance