

Section/Number: Human Resources – 016	Approval Date: (DD/MM/YY)
Subject: Electronic Equipment and Telecommunications Use	Amendment Dates:
<p>Policy</p> <p>Employees are expected to respect and properly use electronic and telecommunications equipment provided as part of their employment.</p>	
<p>Definitions</p> <p>N/A</p>	
<p>Guidelines</p> <ol style="list-style-type: none"> 1. All electronic and telecommunications equipment provided by the Community Government for employment use, including computers, cell phones and all other equipment and devices, is the property of the Community Government. 2. The Community Government retains the right to monitor all information contained on, and electronic communication made through the use of, electronic and telecommunications equipment and devices. <ol style="list-style-type: none"> 2.1. This includes, but is not limited to, all Internet usage, social media usage (i.e. Facebook), telecommunications conversations and text or e-mail messages. 3. The Community Government reserves the right to inspect any and all files stored on a computer, computer network or other electronic device in order to ensure compliance with Community Government policies. 4. All existing Community Government policies apply to a user's conduct on the Internet, especially (but not exclusively) those that deal with unacceptable behaviour, misuse of Community Government resources, sexual harassment, information and data security, and confidentiality. These include: <ol style="list-style-type: none"> 4.1. Confidentiality - under no circumstances should employees disseminate confidential information over the Internet or through electronic communications. 4.2. Pornography - employees are not allowed to visit sites that are considered pornographic. 4.3. Sexual harassment – maintaining, displaying or transmitting sexually explicit images and materials is a violation of the Community Government policy on workplace harassment. 	

<p>4.4. Employees are not permitted to transmit, download, archive, edit or manipulate sexually explicit material while using Community Government resources.</p> <p>4.5. Illegal activity - an employee cannot use Community Government Internet facilities or other telecommunications equipment to knowingly break any laws and regulations of Canada or any other country, and</p> <p>4.6. Use of the Internet for illegal purposes may be grounds for discipline or termination.</p> <p>5. It is a violation of Community Government policy to store, view or print graphic files that are not directly related to an employee's job or business activity.</p> <p>5.1. Examples of inappropriate use include, but are not limited to, downloading games, jokes, audio files, animations or movie segments.</p> <p>6. Employees must identify themselves and their position when they send e-mail, register accounts or when conducting other Internet transactions.</p> <p>6.1. Attempting to subvert these disclosure policies is a serious offence.</p> <p>7. All electronic transmissions including e-mail and text messaging must include a statement on the confidentiality of the information and clearly identify to whom the information is intended.</p> <p>8. Employees in breach of this policy may be subject to Corrective Action up to and including dismissal.</p>
<p>Attachments</p> <p>Electronic Equipment and Telecommunications Use Acknowledgement Form</p>
<p>References</p> <p>N/A</p>

Electronic Equipment and Telecommunications Use Acknowledgement Form

This is to confirm that I have read, understood and agree to abide by the Community Government Electronic Equipment and Telecommunications Use Policy.

Employee Name

Employee Signature

Date:

This is to confirm that I have explained the Community Government Electronic Equipment and Telecommunications Use Policy to the above named employee.

Supervisor's Name

Supervisor's Signature

Date:
