



## **AFNWA COMPUTER USE POLICY**

### **SECTION ONE**

#### **PURPOSE**

A. To better serve our communities and provide our employees with the best tools to do their jobs, **Atlantic First Nations Water Authority** makes available to our workforce access to one or more forms of electronic media and services, including computers, e-mail, telephones, cell phones, text messaging, voicemail, fax machines, software, Intranet, Internet and the World Wide Web.

B. **Atlantic First Nations Water Authority** encourages the use of these media and associated services because they can make communication more efficient and effective and provide access to valuable sources of information. However, all employees and everyone connected with the organization should be hereby advised that electronic media and services provided by the organization are organizational property and their purpose is to facilitate and support the organization's business. All electronic media users have the responsibility to use these resources in a professional, ethical, and lawful manner.

C. To ensure that all employees are responsible, the following guidelines have been established for using electronic media. No policy can lay down rules to cover every possible situation. Instead, it is designed to express **the Atlantic Policy Congress of First Nations Chiefs Secretariat's** philosophy and set forth general principles when using electronic media and services.

### **SECTION TWO**

#### **PROHIBITED COMMUNICATIONS**

Electronic media shall not be used for knowingly transmitting, retrieving, or storing any communication that is:

1. Discriminatory or harassing;
2. Derogatory to any individual or group;
3. Obscene, sexually explicit or pornographic;
4. Defamatory or threatening;
5. In violation of any license governing the use of software; or
6. Engaged in for any purpose that is illegal or contrary to **the Atlantic Policy Congress of First Nations Chiefs Secretariat's** policy or business interests.

## SECTION THREE

### PERSONAL USE

The electronic media and services, including laptops and cell phones, provided by **Atlantic First Nations Water Authority** are primarily for business use to assist employees in the performance of their jobs. Limited, occasional, or incidental use of electronic media (sending or receiving) for personal, non-business purposes is understandable and acceptable (ie, personal banking or checking personal email accounts during lunch/break times), and all such use should be done in a manner that does not negatively affect the systems' use for their business purposes. However, employees are expected to demonstrate a sense of responsibility and not abuse this privilege.

## SECTION FOUR

### ACCESS TO EMPLOYEE COMMUNICATIONS

A. Electronic information created and/or communicated by an employee on an AFNWA device or network using e-mail, word processing, computer programs, spreadsheets, cell phones (text messaging), voicemail, telephones, Internet and Intranet and similar electronic media may be periodically reviewed and monitored by the organization. The following conditions should be noted:

**Atlantic First Nations Water Authority** does routinely gather logs for most electronic activities or monitor employee communications directly, e.g., cell phone/telephone numbers dialed, sites accessed, call length, and time at which calls are made, for the following purposes:

1. Cost analysis;
2. Resource allocation;
3. Optimum technical management of information resources; and
4. Detecting patterns of use that indicate employees are violating organization's policies or engaging in illegal activity.

B. **Atlantic First Nations Water Authority** reserves the right, at its discretion, to review any employee's electronic files and messages to the extent necessary to ensure electronic media and services are being used in compliance with the law, this policy or other organization policies.

C. Employees should assume that all electronic communications are not private, although best efforts shall be made to respect employees' privacy where electronic communications are clearly personal.

Accordingly, if they have sensitive personal information to transmit, they should use other means.

## SECTION FIVE

### SOFTWARE

To prevent computer viruses from being transmitted through the organization's computer system, downloading of any unauthorized software is strictly prohibited. Only software registered through **Atlantic First Nations Water Authority** may be downloaded. Employees should contact the system administrator if they have any questions.

## SECTION SIX

### SECURITY/APPROPRIATE USE

A. Employees must respect the confidentiality of other individuals' electronic communications. Except in cases in which explicit authorization has been granted by organization's management, employees are prohibited from engaging in, or attempting to engage in:

1. Monitoring or intercepting the files or electronic communications of other employees or third parties;
2. Hacking or obtaining access to systems or accounts they are not authorized to use;
3. Using other people's log-ins or passwords; and
4. Breaching, testing, or monitoring computer or network security measures.

B. No e-mail or other electronic communications can be sent that attempt to hide the identity of the sender or represent the sender as someone else.

C. Electronic media and services should not be used in a manner that is likely to cause network congestion or significantly hamper the ability of other people to access and use the system.

D. Anyone obtaining electronic access to other organizations' or individuals' materials must respect all copyrights and cannot copy, retrieve, modify or forward copyrighted materials except as permitted by the copyright owner.

## SECTION SEVEN

### ENCRYPTION

Employees may only use encryption software supplied to them by the systems administrator for purposes of safeguarding sensitive or confidential business information. Employees who use administrator-provided encryption on files stored on an organization computer must provide their supervisor with a sealed hard copy record (to be retained in a secure location) of all of the passwords and/or encryption keys necessary to access the files.

**SECTION EIGHT**

**PARTICIPATION IN ONLINE FORUMS**

A. Employees should remember that any messages or information sent on company-provided electronic media or services to one or more individuals via an electronic network—for example, Internet mailing lists, Facebook, MSN, bulletin boards, and online services—may be identified and attributed to ***the Atlantic Policy Congress of First Nations Chiefs Secretariat***. It is not permissible for any employee to identify themselves as employees of ***the Atlantic First Nations Water Authority*** on Facebook or other internet sites/other forums that do not form part of their professional duties and that they are using for personal reasons, including through the use of their work email or other contact details.

B. ***Atlantic First Nations Water Authority*** recognizes that participation in some forums might be important to the performance of an employee's job. For instance, an employee might find the answer to a technical problem by consulting members of a professional association devoted to the technical area.

**SECTION NINE**

**VIOLATIONS**

Any employee who abuses the privilege of their access to electronic media and services (such as computers, e-mail, telephones, , cell phones, text messaging, voicemail, fax machines, Intranet, Internet and the World Wide Web) in violation of this or any other AFNWA policy will be subject to corrective action, including possible termination of employment, legal action, and criminal liability.

**SECTION TEN**

**EMPLOYEE AGREEMENT ON USE OF E-MAIL AND THE INTERNET**

I have read, understand, and agree to comply with the foregoing policies, rules, and conditions governing the use of the organization's electronic media and services. I understand that I have no expectation of privacy when I use any employer-supplied electronic media or services. I am aware that violations of this guideline on appropriate use of the e-mail and Internet systems *may subject me to disciplinary action, including termination from employment, legal action and criminal liability. I further understand that my use of the e-mail and Internet may reflect on the image of the Atlantic First Nations Water Authority to our clients, community members, and other stakeholders and that I have responsibility to maintain a positive representation of the organization. Furthermore, I understand that this policy can be amended at any time.*

Date: \_\_\_\_\_

Signature: \_\_\_\_\_