SUBJECT: Computer Network and Internet Use	**POLICY NO:** INT-8	**LAST REVIEWED:** February 2021
APPROVED BY: Executive Board	**MANAGED BY:** Director of Finance	**NEXT REVIEW:** February 2023

SUMMARY

Policy Statement

BCITSA provides employees and Executives with a computer, network, and Internet access. BCITSA expects that all individuals use these systems in a professional and appropriate manner, as outlined in this Policy.

Purpose of This Policy

The purpose of this Policy is to:

- Outline the responsibilities of usage of BCITSA computers, network, and the internet while at work.
- Safeguard the electronic assets of BCITSA
- Define the appropriate and inappropriate uses of BCITSA computers, network, and Internet access.

Application of This Policy

This Policy applies to all employees and Executives.

Related Documents and Legislation

BCITSA

- INT-6 – Email Usage

Forms Associated With This Policy

N/A

Amendment History

- Created 2018-02-26
- Amended 2021-02-15

DEFINITIONS

N/A

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DUTIES AND RESPONSIBILITIES

Director of Finance

The Director of Finance is responsible for the interpretation and enforcement of this Policy as it relates to employees.

Vice President Finance and Administration

The Vice President Finance and Administration is responsible for the interpretation and enforcement of this Policy as it relates to Executives.

POLICY

1. Computer and Network Use

1.1. Professional and Appropriate Use

a. Employees and Executives shall be expected to use BCITSA computers and network in a professional and appropriate manner at all times, whether during their shift or not.

b. As per Policy INT-6 – Email Usage, email is an accepted official communication method for employees and Executives. All emails that are related to BCITSA business, whenever possible, shall be transmitted from the official BCITSA email system in order to maintain proper records.

i. If a BCITSA related email does not originate to or from the BCITSA email system, employees and Executives are expected to forward the email and/or email chain to an appropriate BCITSA user account or accounts.

c. All employees and Executives are expected to keep confidential all passwords to the various systems, applications and network logins used by BCITSA.

d. All files and records related to BCITSA business must be stored on the BCITSA server and not on local drives. Any information related to cloud-based systems are not subject to this requirement unless the information from cloud-based applications is downloaded to the BCITSA computers or network.

i. Any exceptions to requirements regarding the location of specific file and record storage shall be decided on a case-by-case basis by the Director of Finance upon consideration of operational needs.

1.2. Personal Use of BCITSA Computers and Network

a. Reasonable personal use of BCITSA computers and network by employees and Executives is permitted. Personal use shall be considered reasonable provided that it:

i. is limited during core business hours and does not interfere with the employee's duties and responsibilities;
ii. is lawful;
iii. does not incur costs to the BCITSA;
iv. does not compromise the security of BCITSA or any of its assets; and
v. is not used for personal financial gain.

b. For privacy reasons and to reduce the cost of electronic storage for BCITSA, employees are not permitted to store personal records on the BCITSA network, though such records may instead be stored on local drives.

c. BCITSA reserves the right to remove any personal records, files, or information stored on BCITSA computers or network at any time and without notice.

i. BCITSA does not backup local drives and assumes no responsibility or liability for the loss of personal records, files, or information for any reason. For greater clarity, this includes but is not limited to equipment failure, upgrades and updates, or maintenance.

1.3. BCITSA Right to Control and Monitor

a. BCITSA reserves at all times the right to control the content of and access to BCITSA computers and network, and shall remove harmful, unlawful, abusive, or objectionable material, as well as withdraw computer or network access from an employee or Executive if necessary.

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b. BCITSA reserves the right to monitor all of its assets, as well as communication traffic originating from or stored on BCITSA computers and network. For further clarity, this also applies to personal records, files, or information that are stored on BCITSA computers and networks.

1.4. Software

a. Only authorized software and/or cloud-based applications may be used for BCITSA organizational processes. All authorized software and cloud-based applications must be properly licensed.

i. All software and cloud-based applications are approved and authorized by the Director of Finance or Executive Director.

b. Uploading any software licensed to BCITSA or data owned or licensed by BCITSA without appropriate authorization from the Director of Finance or Executive Director shall not be permitted.

c. Employees and Executives shall not connect personal devices to the BCITSA network without proper authorization from the Director of Finance.

2. Visitor Guidelines

2.1. Network Access

a. Visitors shall be subject to all BCITSA Policies related to computer use and monitoring.

b. Visitors requesting access to the BCITSA network shall request temporary login credentials from the Director of Finance.

i. The Director of Finance reserves the right to grant or refuse any such request.

c. Visitors shall not be granted unsupervised access to the BCITSA computer network with the use of an employee or Executives login ID.

3. Security of Computers and Network

3.1. Security Measures

a. BCITSA uses a number of different firewall, antivirus and malware security measures to maintain a secure and safe IT environment. Employees and Executives that attempt to override any security measures implemented by BCITSA shall be subject to discipline up to and including termination of employment.

3.2. Third Party Security

a. BCITSA reserves the right to seek out and hire a third-party network, IT security provider, or IT maintenance provider for the purpose of protecting and administering support for computer and network use to employees and Executives.

4. Consequence of Misuse

4.1. Disciplinary Action for Misuse

a. Employees and Executives that use the BCITSA computers and/or network in an unprofessional or inappropriate manner shall be subject to disciplinary action, up to and including termination of employment.

b. Unprofessional or inappropriate usage includes, but is not limited to:

- **i.** Copyright violations;
- **ii.** Privacy violations;
- **iii.** Use of abusive or offensive language in any communications;
- **iv.** Viewing or accessing websites of a pornographic or sexually explicit nature;
- **v.** Altering or copying system software;
- **vi.** Placing unlawful information or malware on or through the computer systems;
- **vii.** Publishing false or misleading claims about any subject or person. This may constitute defamation and may result in legal proceedings;
- **viii.** Gaining or attempting to gain unauthorized access to networks, computers or databases;
- **ix.** Non-work-related commercial activities;

x. Monopolizing computer equipment or network traffic, such as streaming or uploading large files; and

xi. Using BCITSA computers and the network as a means of harassment, such as by delivering obscene, vulgar, threatening, or unnecessarily repetitive information.

c. Employees and Executives subject to disciplinary action as a result of misuse of BCITSA computers or network may be required to reimburse BCITSA for any loss incurred as a result of their action or inaction.

d. Incidents of Executives using the BCITSA computers and/or network in an unprofessional or inappropriate manner shall be brought to the attention of the Vice President Finance & Administration by the Director of Finance.

i. In the event that the Vice President Finance & Administration is found using the BCITSA computers and/or network in an unprofessional or inappropriate manner, it shall be brought to the attention of the President by the Director of Finance.

PROCEDURE

N/A

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