

ACCEPTABLE USE AGREEMENT FOR GOVERNMENT-PROVIDED COMPUTER TECHNOLOGY

INTRODUCTION:

This agreement is in place to protect employees, the employer and information in the Government's care. It applies to all employees and independent contractors, temporary workers and all other individuals using Government owned electronic information resources.

DEFINITIONS:

Computer Hardware refers to workstations, stand alone computers, network computers, laptops, notebooks, servers, PDAs, Blackberries and any other peripherals.

Computer Software refers to written programs, procedures or rules and associated documentation pertaining to the operation of a computer system, which includes packaged software, down loadable executables, screen savers, macros, freeware, and shareware.

Computer Systems is a combination of Computer Software and Computer Hardware.

Computer Technology, for the purpose of this agreement, is Computer Systems and all electronic data.

Electronic Data is data that is stored and readable in electronic form without regard to the hardware or software used to produce the data, excluding computer software.

Corporate Information Security Officer is the person responsible for maintaining and monitoring compliance with the Government Information Technology Security Policy (GISP) Standards and Directives.

AGREEMENT:

The confidentiality, integrity and availability of computer technology used inside or outside the work place, that contains client and personal information, must be preserved and protected at all times. Access to this Government-provided technology is granted under the following conditions:

1. Government-provided computer technology is to be used to support authorized programs and services.
2. Personal use of Government-provided computer technology is to be of an appropriate nature that will not incur additional cost or increased risk to the Government. Such technology is not to be used for any personal activity that may cause embarrassment to you or the Government and must not be used to access or promote inappropriate sites, including but not limited to pornography, racism, hatred or any illegal activities.
3. You are responsible and accountable for the use of your user ID, passwords and other access control items in your possession for computer technology. They are not to be shared.
4. The bandwidth available to Government is limited. Therefore the use of streaming audio and video (eg. online radio, YouTube, etc.) should be limited to a work related need.
5. Removal of, or alterations to, Government-provided computer hardware or components must be approved by the Corporate Information Security Officer or designate.
6. Computer software installed on Government-provided computer hardware must be approved by the Corporate Information Security Officer or designate.
7. Changing the Government-provided computer system configuration is not permitted unless approved by the Corporate Information Security Officer or designate.
8. Computer software is not to be installed without having proof of licensing.
9. Work related electronic data must be stored on the Government-provided file server where possible. If work related electronic data is not stored on the file server it is your responsibility to prepare and maintain backup copies in accordance with Government Policies and the *Freedom of Information and Protection of Privacy Act*.

Inappropriate use of Government-provided computer technology according to these guidelines is subject to disciplinary measures in accordance with government policies, procedures and Collective Agreements where applicable. Inappropriate use of Government-provided computer technology may also lead to legal action.

I have read and understand "The Acceptable Use Agreement for Government-Provided Computer Technology" and recognize that technical monitoring takes place to protect the system and ensure users are complying with this policy.

Date: _____

Name of User: _____

Witness: _____

User Signature: _____