SUBJECT: Computer Usage	**POLICY NO:** ADMIN – 3	**LAST REVISED:** June 25, 2015
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Policy

The Saskatchewan Polytechnic Students' Association Inc. will provide computer access to General Council members and their employees in order to conduct SPSA business.

Procedure

Computer usage is defined as computers and computer time, data processing or storage functions, computer systems and services, servers, networks, input/output and connective devices, and related computer records, programs, software and documentation. Computers should only be used to support the administrative, educational, and research goals of the SPSA.

The SPSA will not condone the unacceptable use of computers, such as:
- Attempting to circumvent security systems in any area or the use of a computer account without authorization.
- Developing or using programs that harass other users, that damage the software or hardware components, or the placing of any destructive or nuisance programs, such as a virus in the system.
- Using computer facilities such as the Internet or electronic mail, to display, download or send fraudulent, harassing or obscene material.
- Permitting the use of an assistance account and password by unauthorized persons.
- Transmitting commercial or personal advertisements, solicitations or promotions using the system except when authorized by the Administrator/General Manager.
- Unless authorized by the Administrator or General Manager, reading, obtaining copies or, or modifying data files, programs or passwords belonging to other computer users without permission of those users.
- Breaching the terms and conditions of a software licensing agreement.
- Installing or downloading software without authorization from the Administrator or General Manager.
- Tampering or removing hardware.
- Causing, directly or indirectly, excessive strain on the computer facilities, or unwarranted or unsolicited interference with other users (eg, downloading of large files or participating in chat groups during hours of peak demand).
- Unacceptable use may result in loss of privileges and/or other forms of discipline.