INTERNAL OPERATIONS SERIES

SUBJECT: Computer Usage	**POLICY NO:** ADMIN – 3	**LAST REVISED:** March 26, 2023
APPROVED BY: Executive Council	**NO. OF PAGES:** 1	**DATE ORIGINATED:** April 26, 2009

Policy

The Saskatchewan Polytechnic Students' Association Inc. will provide computer access to Executive 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 condone the use of computers for personal use outside of work hours for a limited amount of time.

Executive Council Laptop

Executive Council members will be provided with a laptop for office use. Executive Council members will be responsible for the physical security of the laptop. If the laptop is lost or stolen due to negligence, the Executive Council member will be responsible for the cost of replacing the laptop. Laptops must be returned in good condition at the end of the Executive Council member's term.

File Maintenance and IT Access

All IT Personnel are to be bound by confidentiality. Staff personal information should not be shared with anyone, except with the General Manager, in case of evidence of fraudulent behaviour has been found. All computers will be checked for updates regularly. Staff is to be notified that their computer will be accessed by IT Personnel before checking their computers. Files and emails will only be accessed for troubleshooting purposes.

The SPSA will not condone the unacceptable use of computers, such as:

- Attempting to circumvent the security systems in any area or the use of a computer account with authorization.
- Developing or using programs to 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 e-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, 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 (e.g., 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.