

8.5 INTERNET USAGE POLICY

Policy Overview

Access to the Internet is provided to increase productivity and efficiency and to gain access to information, which is relevant to the work of supporting people with disabilities. BACI expects you to use your Internet access for business-related purposes only.

The Internet gives each individual an immense reach to propagate messages. Because of that power we must take special care to maintain the clarity, consistency and integrity of BACI communication. Thus we insist that you conduct yourself honestly and appropriately on the Internet, and respect the copyrights, licenses and privacy of others.

Furthermore, all existing BACI policies apply to your conduct on the Internet, especially those that deal with privacy, the use of resources, harassment, information and data security and confidentiality.

While our connection to the Internet offers many potential benefits, it can also open the door to some significant risks to our data and systems if we do not follow appropriate security discipline. The overriding principle is that security is to be everyone's first concern.

All BACI Staff must read and sign the Internet Usage Policy – Statement of Compliance.

Definitions

Document covers just about any kind of file that can be read on a computer screen as if it were a printed page.

Graphics includes photographs, pictures, animations, movies, or drawings.

Display includes monitors, LCDs, projectors and televisions.

Association or **Employer** refer to Burnaby Association for Community Inclusion.

Internet Policy Provisions

A) Management and Administration

1. With existing software and systems BACI can monitor and record all Internet and e-mail usage. BACI reserves the right to do so at any time. No employee should have any expectation of privacy as to his or her Internet usage.
2. BACI reserves the right to inspect any and all files stored in private areas of our network in order to assure compliance with policy.
3. The display of any kind of sexually explicit image or document on any Association system is a violation of our policy on sexual harassment. In addition, sexually explicit material may not be archived, stored, distributed, edited or recorded using our network or computing resources.
4. BACI may use independently-supplied software and data to identify and block access to inappropriate or sexually-explicit Internet sites. If you find yourself connected to a site that contains sexually explicit or offensive material, you must disconnect from that site immediately, regardless of whether that site had been previously deemed acceptable by any screening or rating program.
5. BACI's Internet facilities and computing must not be used knowingly to violate any laws and regulations of any nation, province or other local jurisdiction.
6. Any software or files downloaded via the Internet into BACI's network become the property of BACI. Any such files or software may be used only in ways that are consistent with their licenses or copyrights.
7. No employee may use Association facilities knowingly to download or distribute pirated software or data.
8. No employee may use BACI's Internet facilities to deliberately propagate any virus, worm, Trojan horse, or trap-door program code.
9. No employee may use BACI's Internet facilities knowingly to disable or overload any computer system or network, or to circumvent any system intended to protect the privacy or security of another user.
10. Each employee using the Internet facilities of BACI shall identify himself or herself honestly, accurately and completely (including one's Association affiliation and function where requested) when participating in chats or newsgroups, or when setting up accounts on outside computer systems.
11. Only those employees or officials who are duly authorized to speak on behalf of BACI may speak/write in the name of BACI to any newsgroup or chat room. Other employees may participate in newsgroups or chats in the course of business when relevant to their duties, but they do so as individuals speaking only for themselves.
12. BACI retains the copyright to any material posted to any forum, newsgroup, chat or web page by any employee in the course of his or her duties.
13. Employees are reminded that chats and newsgroups are public forums where it is inappropriate to reveal confidential Association information.

14. Use of Association Internet access facilities to commit infractions such as misuse of Association assets or resources, sexual harassment, unauthorized public speaking and theft of intellectual property are also prohibited by BACI.
15. Since a wide variety of materials may be deemed offensive, it is a violation of Association policy to store, view, print or redistribute any document or graphic file that is not directly related to the user's job or BACI's business activities.
16. Employees may not use Association Internet facilities for non-business purposes during or outside of work hours.
17. Employees may not use Association Internet facilities to download entertainment software or games, or to play games against opponents over the Internet or to download images or videos unless there is an explicit business-related use for the material.

B) Technical

1. User IDs and passwords help maintain individual accountability for Internet resource usage. Any employee who obtains a password or ID for an Internet resource must keep that password confidential. Association policy prohibits the sharing of user IDs or passwords obtained for access to Internet sites.
2. Any file that is downloaded must be scanned for viruses before it is run or accessed.
3. Video and audio streaming and downloading technologies represent significant data traffic which can cause local network congestion. Video and audio downloading should be avoided.

C) Security

1. BACI has installed a variety of firewalls and other security systems to assure the safety and security of BACI's networks. Any attempts to disable, defeat or circumvent any Association security facility are prohibited.
2. Files containing confidential or sensitive information that are transferred across the Internet must be encrypted. Until encryption is in place, confidential information should not be transferred electronically.
3. Any computer used for independent dial-up or leased-line connections to any outside computer or network must be physically isolated from Association's internal networks.
4. Only those Internet services and functions with documented business purposes for this Association will be enabled at the Internet firewall.

Statement of compliance

I have read BACI's Internet usage policy. I fully understand the terms of this policy and agree to abide by them.

I realize that BACI's security software may record for management use the Internet address of any site I visit and keep a record of any network activity in which I transmit or receive any kind of file. I acknowledge that any message I send or receive may be recorded and stored in an archive file for management use.

I know that any violation of this policy may lead to disciplinary action being taken.

Employee name & position

Employee signature

Supervisor name - program