



INTERNET AND EMAIL USAGE POLICY

Definitions

"*User*" — all persons authorized to access the Internet via a VIDEA computer including employees, volunteers, contractors and Board members.

"*Internet*" — the global interconnection of data networks or bulletin board systems that commonly use (but are not limited to) the Internet Protocol

"*Sensitive Information*" — personal, confidential or protected information whose release is unauthorized i.e., information which is reasonably likely to be excepted or excluded from access under the *Freedom of Information and Protection of Privacy Act*

"*Offensive material*" — includes, but is not limited to, pornography, hate literature or any material which contravenes the *BC Human Rights Act*

Internet Policy

- 1) Users must comply with all applicable laws and regulations and must respect the legal protection provided by copyright and licenses with respect to both programs and data.
- 2) Internet usage must be able to survive public scrutiny and/or disclosure. Users must avoid accessing sites that might bring VIDEA into disrepute, such as those which carry offensive material.
- 3) Sensitive information must not be transmitted via or exposed to Internet access.
- 4) Employees may use VIDEA Internet access for personal improvement, outside of scheduled hours of work, provided that such use is consistent with professional conduct and is not used for personal financial gain.
- 5) Internet Relay Chat channels or other Internet forums such as newsgroups or netservers may be used only to conduct work related business or to exchange technical or analytical information. Users who wish to express personal opinions must use a private Internet provider and a personal ID.
- 6) Users must not attempt to obscure the origin of any message or download material under an assumed Internet address.
- 7) Alleged inappropriate use of the Internet will be reviewed by the VIDEA Personnel Committee on a case by case basis and may lead to disciplinary action up to and including dismissal and/or cancellation of VIDEA membership and/or loss of access to VIDEA's premises.



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Email Policy

- 1) All email and associated system resources are the property of VIDEA. Email is subject to the same restrictions on its use, and the same review process, as is any other VIDEA furnished resource provided for the use of employees, contractors, Board Members or volunteers. Its use and content may be monitored.
- 2) Email usage must be able to withstand public scrutiny. Users must comply with all applicable legislation, regulations, policies and standards. This includes complying with copyright and license provisions with respect to both programs and data.
- 3) While email is provided as a business tool to users, its reasonable, incidental use for personal purposes is acceptable. This use must not, however, detrimentally affect employee productivity, disrupt the system and/or harm VIDEA's reputation.
- 4) Users may not:
 - use email for commercial solicitation or for conducting or pursuing their own business interests or those of another organization;
 - use email to distribute hoaxes, chain letters, or advertisements; and/or send rude, obscene or harassing messages; or
 - propagate viruses, knowingly or maliciously.
- 5) Email is a record and management of email must comply with VIDEA policies for records management.
- 6) Alleged inappropriate use of the email technology will be reviewed by the Personnel Committee on a case by case basis and may, for employees, lead to disciplinary action up to and including dismissal, cancellation of VIDEA membership or loss of access to VIDEA's premises

Guidelines to email usage

- 1) Users should carefully consider the intended audience, tone, formality, and format for all email messages.
- 2) Any message received which is intended for another person should be returned to the sender. All copies of the misdirected message should be deleted after it has been returned to the sender. An incorrectly addressed message should only be forwarded to the intended recipient if the identity of that recipient is known and certain.
- 3) If a message is sent to a distribution list, recipients should consider whether the response needs to go to everyone on the list or just to the originator.
- 4) The misinterpretation of an email message may occur. Missing body language and tone can cause what was meant as a casual or humorous message to be taken other than intended. If a message generates an emotional response, the recipient should carefully consider what is an appropriate or professional response. Also, the recipient should consider if a response is needed at all and react accordingly.