



ACCEPTABLE USE OF TECHNOLOGY PRACTICE FOR EMPLOYEES

Authorizer: Chief Information Officer

Code: IT3 V2

Effective Date: 1/12/2012

PRACTICE STATEMENT:

Information technology is an important resource for Conestoga and critical to its core business. The Acceptable Use of Technology Policy & Procedure covers all users of Information Technology across the College including students and employees. It is expected that all Conestoga employees will use the resources for the purpose in which they are intended, in a responsible, ethical and lawful manner.

In the course of performing their job duties, Conestoga employees have access to a wide range of confidential information about students, employees and the College in general. Information should be accessed only for the purpose of fulfilling job duties. Information accessed should not be shared or used either internally or externally for any purpose other than its intended use.

Conestoga employees are expected to follow the guidelines outlined in the Email, Voice Mail and Corporate Calendar Guidelines and the Social Media Guidelines for Conestoga Employees, when it comes to the use of communication/collaboration tools such as, email, voice mail, corporate calendars and social media. We ask that such use be limited to break periods wherever possible. Mass communication, such as emails, directed to the entire Conestoga community or its subgroups (faculty, staff, or students) should be restricted to official messages from the College administration except in cases of emergency. When using the College email system, employees are asked to limit the use of 'reply all' unless entirely necessary.

Electronic messages sent by Conestoga employees must conform to Canada's Anti-Spam Legislation (CASL). Express or implied consent of all intended recipients is required for the dissemination of any commercial electronic messages. All such messages must also contain information about the sender as well as an unsubscribe mechanism. More information and guidance on CASL and its implications for Conestoga is provided in the Employee section of the Conestoga website.

Violation of this practice may result in the suspension of privileges and/or other disciplinary action as warranted. Conestoga reserves the right to restrict any services or programs that are deemed to violate this practice.

RESOURCES

- Acceptable Use of Technology Policy/Procedure
- Social Media Guidelines for Conestoga Employees
- Email, Voice Mail and Corporate Calendar Guidelines
- Canada's Anti-Spam Legislation (CASL)

REVISION LOG:

- June 25, 2014 – Update of document format to meet AODA requirements
- July 22, 2014 – Update of document to reflect CASL requirements
- August 14, 2014 – Reviewed by IT Strategic Steering Committee
- September 15, 2014 – Policy and Procedure Committee – approved
- September 24 2014 – Academic Coordinating Committee - approved