Section: PS 1103-C
Information Technology Acceptable Usage Policy
Online discussion Groups, Games, Voice-Mail, Mobile Computing Devices (ie. PDA's), Data Storage, Cellular Phones & Photocopiers
Appendix C
Last Revised: December 2002
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Next Review:

On-Line Discussion Groups

One of the benefits of the Internet is the ability to engage in public discussion groups. When joining in public discussion employees must identify whether they are participating as an individual or a representative of their department. In most cases participation is only appropriate as an individual. Whenever an employee engages in a public discussion through a government account or is identified as being from the government, the government is reflected in what is written. Even though their messages may contain a disclaimer, such messages should conform to the standards of accuracy, courtesy and propriety.

Games

Games are a common feature of stand-alone computers and computers connected through a local area network, an intranet or the Internet. Many office computers come equipped with a few games, solitaire is especially popular. Using Government IT infrastructure to play games during working hours is an unacceptable use of a valuable resource and is not permitted. As well, employees who waste valuable storage space and damage departmental networks by playing multimedia games are also using IT resources in an unacceptable manner.

Employees who spend a few minutes playing solitaire over the lunch hour? This is an incidental use but employees are expected to use their common sense and good judgment. As always, "personal use on personal time" is a good rule to follow.

Voice-Mail

Use of voice mail is limited to employees. Employees should ensure their recorded voice mail messages are appropriate, informative and timely. If callers reach your voice mail, at a minimum, they must be able to;

- Speak directly with another employee, or
- Leave a message.

Many departments have their own internal standards that cover areas such as telephone use and client service.

Employees are responsible for the security of their account and their password. They should change their password regularly and take precautions to prevent unauthorized access to their mailbox. Voice mail systems are provided to facilitate the department's core work. Incidental use of voice mail by employees is allowable but should not interfere with, or conflict with, business use. Employees should exercise good judgment regarding the reasonableness of personal use. Employees must not attempt to access others' voice-mail boxes unless specifically authorized.

Mobile Computing Devices

Mobile computing devices are all portable computing devices, including but not limited to notebook computers, smart phones, and hand held computing devices (such as Palm Pilot, personal digital assistants, also known as PDA's).

Staff authorized to use a mobile computing device to carryout government business are responsible for protecting the confidentiality, integrity, and availability of government information and information systems. This responsibility includes the device itself, information and information systems resident on the device and information systems that can be accessed from the device.

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Staff should ensure that the mobile computing device is protected from theft or removal at all times that the device is not in their immediate possession.

Staff are required to use the security procedures provided with the mobile device to prevent unauthorized access to the device.

Data Storage

Staff should store all government materials, such as data, documents, e-mail messages, spreadsheets, databases, programs, etc. that were received, created or edited on office computers in the course of carrying out government business, on network storage devices (commonly referred to as "the network"). The use of network storage devices will provide for recovery of such materials in the case of loss. Staff are strongly encouraged not to store copies of such materials on office computer hard drives, floppy disks, CD's or other local or removable media unless necessary. Storing materials on such devices exposes government information and information systems to disclosure or unrecoverable loss.

Cellular Phones

Cellular phones are part of the Government's information technology infrastructure:

Telephones and services should only be used to conduct government business.

Agreements should be established to address the use of employee-owned cellular telephones for Government business.

Cellular transmissions are not secure and employees should use discretion in relaying confidential information.

This policy also applies when employees use cellular telephones for e-mail and Internet access.

Photocopiers

Photocopiers are part of the Government's information technology infrastructure. An annual licensing agreement exists between the Government of Saskatchewan and the Canadian Copyright Licensing Agency (http://cancopy.com). This agreement permits employees to legally photocopy copyright protected works in accordance with the federal Copyright Act. Specific questions about the agreement should be directed to departmental administration branches or the Communication Coordination Unit at Executive Council.