

Section: PS 1103-sample Information Technology Acceptable Usage Policy

Last Revised: December 2002

Last Reviewed: December 2002

Next Review:

Technology	Core	Core/ Incidental	Incidental	Incident/ Unacceptable	Unacceptable	Against Existing Policy	Illegal
Phone	Answering an inquiry from a member of the public		Making a brief personal call.	You make many personal calls & your work calls are answered by busy co-workers	Accessing 1-900 lines on government phones	Using the office phone during office hours to buy and sell stocks	Recording phone conversation without permission.
Photo-copier	Making copies of a branch meeting agenda		Making a photo copy of your resume.	Making a photo copy of your neighbour's resume	Extensive personal photo copying that ties up the machine during office hours	Photo copying brochures that describe a product you sell at the summer fair.	Photocopying and distributing a copywritten article without authorization .
Fax Machine	Sending a revised copy of an office renovation drawing to a contractor	Using the fax to make personal travel plans that tie in with a work-related conference	Using the fax to confirm the itinerary for your personal travel plans.	Faxing the results of the office hockey pool to the rest of the department	Faxing out copies of your resume during working hours, typing up the fax & backing up departmental faxes.	Faxing copies of an offensive joke to co-workers in other department	Faxing confidential information to a customer who pays you for it.
Networked Computer	Sending an e-mail to all the members of the department OH&S Committee with minutes of the last meeting		E-mails to co-workers with birthday wishes, holiday greetings. Playing solitaire while on break	Sending department-wide e-mails with puppies 4 sale type messages.	Distributing chain-e-mails with large executable file attachments that waste limited network resources and contain viruses	Distributing a racist or obscene joke via e-mail	Making a libelous or slanderous statement about a co-worker in an e-mail.

Section: PS 1103-sample Information Technology Acceptable Usage Policy

Last Revised: December 2002

Last Reviewed: December 2002

Next Review:

Technology	Core	Core/ Incidental	Incidental	Incident/ Unacceptable	Unacceptable	Against Existing Policy	Illegal
Networked Computer on the Internet	Researching the latest development in your profession on the Internet	An e-mail to a colleague deals with work and the schedule for your upcoming hockey tournament	Browsing a news site during the lunch hour to keep up with world events	Subscribing to a newsgroup on a government internet account that is of personal nature.	Downloading a beta version of a program off the Internet, and needing hours of IT support to get your computer restarted.	Buying and selling stocks at work on the Internet	
Stand Alone Computer	Word Processing. Doing the budget		Preparing a roster for your children's soccer team over the lunch hour.	Preparing a roster for your children's soccer team, typing up the computer when co-workers need to access it.	Crashing the computer by installing a graphics-intensive multi-player combat game.		

Note: These are examples only and not exhaustive or inclusive. Based on commonly used technology, departments will have their own instances of each category of use. Note also that employees are to cover costs incurred in personal incidental use such as long distance calls or photocopying - individual departmental policies may differ on how these costs are recovered.