

Caledon Community Services
Electronic Communications Acceptable Usage Policy

Purpose: To establish acceptable usage policies for CCS staff, volunteers, program/student placements, contractors and collaborative partners in the use of Electronic mail, Internet, Intranet, mobile phones, telephone services and fax services.

	Electronic Mail	Internet	Intranet (April 2016)	Mobile Phones	Telephone Services	Fax Services
Definitions	A computer based system that allows creation, sending, receiving, and forwarding of electronic messages and files within CCS or the Internet.	A public network used to access information and services such as email, world wide web, Remote access, collaboration, file sharing, streaming media, and voice-over-ip.	An internal website that is accessible within the CCS network to share CCS information and computing resources among employees.	Portable phones provided by CCS for business purposes	Phones provided by CCS for business purposes	Device used for transmission of documents to other business
Acceptable Use	Sending and receiving messages, documents, and computer files for CCS purposes only.	Accessing information, tools, services, and publishing content for business purposes.	Accessing information, tools, services, and publishing content for CCS business purposes.	Transmitting and receiving voice messages, text messages, e-mails for business purposes.	To be used by CCS employees for business purposes	Transmitting and receiving documents for CCS business purposes
Unacceptable Use	Transmitting any materials in violation of Canadian laws; duplicating, storing, or transmitting pornographic materials; using vulgar, profane, or inappropriate language; transmitting or posting threatening, abusive, obscene material; duplication, storing, or transmitting copyrighted material that violates copyright law; lobbying for political purposes; operating a personal business; participating in pyramid or chain schemes; Spreading viruses or other destructive attacks. This is not an exhaustive list. Users are bound by CCS's conflict of interest policy. IF UNSURE, DON'T DO IT.					
Exceptions	No exceptions are permitted. Business use only.	No exceptions are permitted, business usage only.	Bulletin board access outside of normal working hours and subject to "unacceptable uses" defined above.	May be used for personal use however any additional charges would be paid by phone holder	Can be used for Long distance phone calls however CCS holds the right to charge employee for non-business related phone calls	Personal use would have to be approved by a supervisor/manager and CCS holds the right to charge to user
Compliance	CCS has the right to audit its' systems to ensure compliance with this policy. These tools and applications are the property of CCS and subject to Freedom of Information requirements should request be made of records. CCS may monitor, copy, access, or disclose any information or files that you store, process, or transmit.					
Enforcement	Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.					

Date Developed: May 2015

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