

Ingersoll Support Services Inc.

Policy: Computer and Internet Use

Policy # HR 19

Section: Human Resources

Approved by the Board of Directors: *March 19 2009*

Procedure Revision: *May 2012*

Ministry requirement - no

Review Date: March 22 2019

Ingersoll Support Services provides computer software, hardware, and peripherals for the purpose of assisting employees to achieve our mission for the benefit of people we support.

Procedure:

1. Computers are provided to help employees to achieve excellence in the performance of their job duties. These job duties are consistent with the ISSI mission and principles.
2. Computer, cell-phone, and other technologies should only be utilized in people's home with the utmost sensitivity to their personal privacy and with respect given to their personal space and home.
3. ISSI practices regarding data protection reflect the principles of privacy within the Personal Information Protection and Electronic Documents Act (PIPEDA).
4. Employees should have no expectation of privacy regarding their use of agency computers. The content of the machines is not the property of the user but is the property of the organization. The agency reserves the right to monitor the history of use and content. Passwords are centrally administrated and used for the protection of information confidential to the agency.
5. Deployment of computer resources is intended to foster innovation, increase effective communication, and facilitate the achievement of the service-user's personal goals, and to increase community knowledge and connection. An additional benefit is the development of the employee's workplace skills.
6. Computer resources, including wireless internet access on personal devices, are not to be used to promote materials that are offensive, objectionable, and considered to be workplace harassment or human rights violations.
7. Computer resources are not intended for personal use including business and financial gain of a personal or political nature. Employees are expected

- to be conscious of using agency resources of software, hardware, communications technology and paid time wisely.
8. Ingersoll Support Services promotes the legal and ethical uses of software and data with respect to licenses and copyright. Downloading and installing additional software must be only in accord with principles of agency benefit, safe computing, and innovation.
 9. Online activity must be protected by an operational firewall, active anti-virus software, and updated virus definitions. Critical data should be routinely backed up.
 10. An informal site specialist can be designated for maintenance of the computer while recognizing that all employees have equal opportunity and responsibility to develop their technology skills.
 11. Ingersoll Support Services is not responsible for misuse of its computer resources and information. The agency recognizes inherent potential for accidental violations but seeks to minimize that possibility.
 12. Ingersoll Support Services reserves the right to monitor, investigate and take disciplinary action if necessary, related to the misuse of resources.