



YORK UNIVERSITY  
**S T U D E N T**  
**C E N T R E**

**POLICIES AND PROCEDURES**

<b>SECTION TITLE:</b> OPERATIONS	<b>SECTION REFERENCE:</b> OP
<b>POLICY TITLE:</b> ACCEPTABLE COMPUTER USE POLICY	<b>POLICY NUMBER:</b> OP-005

**POLICY STATEMENT:**

YUSC provides computers, computer and e-mail accounts, networks, Internet access and telephone systems to staff and board members for the purpose of carrying out their responsibilities and expects such use of computing technology to be conducted in a responsible, ethical and legal manner.

**PURPOSE:** TO OUTLINE AND CLARIFY PROPER COMPUTER USAGE FOR YUSC STAFF AND BOARD MEMBERS

**A. Business/Personal Use of Computing Resources**

1. Computers are provided for business use. Personal use is restricted to time outside working hours. Part-time staff must receive permission to use the computer after work hours.
2. Do not store personal documents on a home directory on YUSC servers or any other directory on that server (e.g., F: drive, H: drive, etc.). Staff can use their local C: drive as long as it doesn't interfere with the operation of the computer.
3. Do not play, download or install computer games on any computer.
4. Do not download or install any software (including "screen savers") that is not made available by YUSC unless prior approval is obtained by an area manager.

**B. Copyright**

1. Computers and related software and equipment are the property of YUSC. Software is subject to licensing agreements. Do not remove, copy or install company software on a personal computer. If particular software is required, approval must be given from a manager who will determine if such access is appropriate and will obtain a valid copy.
2. Do not modify or reconfigure the software, data or hardware of any YUSC resource without appropriate authorization or permission.

**C. Security**

1. Do not place confidential information in publicly accessible areas, electronic or otherwise.
2. Take appropriate precautions to ensure the security of their passwords and prevent others from obtaining access to their computer resources. Computer accounts should not be shared even for reasons of convenience (e.g., file sharing, printing, etc.).

**D. YUSC Access to Electronic Information**

1. All electronic information stored on YUSC equipment is deemed to be the legal property of YUSC. However, it is generally not YUSC practice to access staff members' electronically stored information. The YUSC elects to treat electronic information no differently from non-electronic information. As with paper information, it is often the case that electronic files are shared and

properly accessible by multiple parties. The YUSC's need for information will normally be met by asking an employee for it. There may, however, be circumstances when such access is not possible (e.g., an employee is absent or has left the YUSC and the information is not available elsewhere, or in other situations in which it is necessary if the ordinary business of the YUSC is to proceed).

2. Authorized YUSC officials may access, review and release the contents of staff computer files and accounts, e-mail or voice mail transmitted over or stored on YUSC systems without the consent of the assigned user when there is a basis to believe that such action:
  - (a) is necessary to comply with legal requirements or process,
  - (b) may yield information necessary for the investigation of a suspected violation of law or regulations, or of a suspected serious infraction of YUSC policy (e.g., alleged harassment),
  - (c) is needed to maintain the integrity of YUSC computing systems,
  - (d) may yield information needed to deal with an emergency, or
  - (e) may yield information that is needed for the ordinary business of the YUSC to proceed.In more complicated situations—where, for example, a supervisor believes YUSC resources are being misused—he or she should consult with their manager and Central Network Services.

## **E. Internet and E-Mail Use**

1. This policy applies to York-supplied Internet and e-mail access whether at work or home, on a desktop, laptop or hand held machine.
2. Internet and e-mail access is provided to enable staff to perform their job effectively. Internet and e-mail use is restricted to work-related activities. Personal use is acceptable outside working hours if it does not interfere with anyone else's work or YUSC policies.
3. Internet and e-mail are effective business tools and are not to be misused or abused. Staff are not to use Internet or e-mail access to:
  - (a) engage in any illegal or unethical activities;
  - (b) visit Web sites that could be considered offensive to others in the office (e.g., sites with sexual content or pictures; should one accidentally find them self at such a site, immediately close it);
  - (c) solicit any commercial ventures or promote religious causes, political causes, outside organizations or other non-job activities;
  - (d) create or distribute any offensive or disruptive messages (e.g., messages that contain sexual connotations, racial slurs, gender-specific comments, potentially offensive references to someone's age, gender, sexual orientation, religious or political beliefs, national origin, disability, etc.);
  - (e) abuse or harass another individual;
  - (f) use automatically generated mail to flood, "jam" or "bomb" a user's mailbox;
  - (g) send mail that is deliberately designed to interfere with proper mail delivery or access;
  - (h) knowingly distribute a virus or other harmful component;
  - (i) violate copyright laws by unlawfully downloading or using information or software that is protected by copyright;
  - (j) send annoying messages (e.g., junk mail, "chain letters," etc.);
  - (k) engage in non-business related "chat room" discussions;
  - (l) disclose confidential information obtained in the course of performing duties; or
  - (m) express opinions that appear to be on behalf of YUSC without appropriate permission to do so.
4. Do not seek to gain unauthorized access to another person's e-mail files or other confidential information.
5. Do not use electronic means to forge electronic mail to make it appear as though it originated from a different person.
6. An employee's username and e-mail address are considered public information that can be given out to other individuals.
7. Exercise appropriate language, behaviour and style in all electronic communications.
8. E-mail salutations should reflect the highest standards of professionalism and should be limited to name, title, office, address, phone and fax numbers and YUSC or unit URL.

## **F. Violations**

Violating this policy or the above-noted YUSC policy, or abusing Internet, computer and/or e-mail access, may lead to the withdrawal of computing privileges and/or disciplinary procedures.

<b>Contact Person (title):</b>	Chairperson / Executive Director
<b>Cross-Manual Reference:</b>	
<b>Monitoring Tools:</b>	Board Minutes, System monitoring in special cases
<b>Relevant Forms:</b>	N/A

<b>ED Approval Date:</b>	April 8, 2002
<b>Review Dates:</b>	
<b>Revised Date(s):</b>	