

First Nation or Organization Acceptable Use Policy

Introduction

(First Nation or Organization) is responsible for the actions of its staff and the legal implications of unethical use of its hardware, software, network, email and internet connection (herein referred to as "Systems").

The purpose of this policy is to provide guidelines so that **(First Nation or Organization)** staff may use these resources in ways that maximize employee productivity, are responsible and respectful of all legal issues and avoid network disruptions.

1. General Policy

(First Nation or Organization) acknowledge that these Systems are an efficient means of completing their objectives. These Systems may only be used by authorized individuals and primarily to accomplish tasks related to their jobs. Occasional and reasonable use for personal reasons is permitted, provided it does not interfere with work performance and deadlines.

The use of the Systems for personal gain, personal business, commit fraud, or to display or transmit any materials that are discriminatory, defamatory, harassing, insulting, offensive, pornographic or obscene is strictly prohibited.

Internet Usage

The internet is a massive global network offering access to unlimited information and resources. The internet is not controlled by any one organization and the source of information obtained cannot always be guaranteed.

Accessing, downloading or saving materials from the internet must be in accordance with internal policies and must adhere to all copyright restrictions.

Email Usage

Email is a proficient and prompt communication tool provided to staff to assist them in conducting day to day business on behalf of the **(First Nation or Organization)**. All email must be professional in nature and comply with all related policies.

No one may solicit, promote or advertise any organization, product or service through the use of email or anywhere else using the Systems.

All email sent externally shall have the standard disclaimer automatically attached (samples attached).

Chat, Newsgroups, ListSerts and Forums

The use of such services is restricted and should be accessed and used within the limits of this policy, the employee's job description and ***(First Nation or Organization)***'s mandate.

Instant Messenger Services (IMS)

IMS is becoming an ever increasing means of communication, both personal and business related. The use of such systems is allowed for business use only.

Screen names must be professional in nature and IMS must only be used according to internal policies.

Peer to Peer Applications (P2P)

P2P software is not to be used under any circumstances; although many materials have been placed on P2P networks with a creator's consent, much of the material has been duplicated from copyrighted materials and goes against internal policy.

2. Right to Access

Management has the right to access or monitor all electronic data or records created, received or stored on ***(First Nation or Organization)*** Systems without prior notification. This includes, but is not limited to, internet traffic, email, instant messaging and p2p applications. All information generated, replicated, processed, and stored by staff during the duration of their employment becomes the property of ***(First Nation or Organization)***.

3. Enforcement

Failure to comply with this policy may result in disciplinary action, up to and including termination of employment.

Sample Email Disclaimers

This message contains confidential information and is intended only for the individual named. If you are not the named addressee you should not disseminate, distribute or copy this e-mail. Please notify the sender immediately by e-mail if you have received this e-mail by mistake and delete this e-mail from your system. E-mail transmission cannot be guaranteed to be secure or error-free as information could be intercepted, corrupted, lost, destroyed, arrive late or incomplete, or contain viruses. The sender therefore does not accept liability for any errors or omissions in the contents of this message, which arise as a result of e-mail transmission. If verification is required please request a hard-copy version.

This message is confidential. It may also be privileged or otherwise protected by work product immunity or other legal rules. If you have received it by mistake, please let us know by e-mail reply and delete it from your system; you may not copy this message or disclose its contents to anyone. Please send us by fax any message containing deadlines as incoming e-mails are not screened for response deadlines. The integrity and security of this message cannot be guaranteed on the Internet.

This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the system manager. Please note that any views or opinions presented in this email are solely those of the author and do not necessarily represent those of the **(First Nation or Organization)**. Finally, the recipient should check this email and any attachments for the presence of viruses. The **(First Nation or Organization)** accepts no liability for any damage caused by any virus transmitted by this email.