



Freshwater Fisheries
Society of BC

Information and Communications Technology (ICT) Usage Agreement

The Freshwater Fisheries Society of BC (FFSBC) uses information and communications technologies ("ICTs") to support employees in their work as well as efficiently delivering services. Proper usage of these technologies, such as computers, e-mail systems or the Internet, saves time and money, reduces administrative overhead and improves service. However, improper usage may jeopardize systems integrity, security, service levels and put the FFSBC at risk.

1. All ICT resources are provided as business tools to users and are FFSBC property. When using ICT resources, users must:
 - comply with all applicable legislation, regulations, policies and standards (e.g. Standards of Conduct);
 - respect copyright and other intellectual property rights in relation to both programs and data; and
 - not detrimentally affect the productivity, integrity or security of ICT systems and/or harm FFSBC's reputation.

This usage is subject to the same restrictions and the same review process as for any other resource provided to conduct business (e.g., telephone, facsimile).

2. Employees may use FFSBC Internet services for personal improvement, outside of scheduled hours of work, provided that such use is consistent with professional conduct and is not used for personal financial gain. Users must avoid accessing sites that might bring the FFSBC into disrepute, such as those that carry offensive material. Reasonable, incidental use of e-mail for personal purposes is acceptable, as long as it does not jeopardize the productivity, integrity and security of ICT systems and/or harm FFSBC's reputation.
3. Messaging forums (e.g. Internet Relay Chat, Internet newsgroups) may be used only to conduct work-related business or to exchange technical or analytical information.
4. Users must **not**:
 - divulge, share or compromise their own or another's authentication credentials;
 - transmit or otherwise expose sensitive information to the Internet;
 - use ICT resources for commercial solicitation or for conducting or pursuing their own business interests or those of another organization;
 - distribute hoaxes, chain letters, or advertisements;
 - send rude, obscene or harassing messages;
 - send, forward and/or reply to large distribution lists concerning non-FFSBC business. In addition, users must consider the impact on the network when creating and using large, work-related distribution lists;
 - attempt to obscure the origin of any message or download material under an assumed Internet address;
 - attempt to circumvent or subvert system or network security measures; and propagate viruses knowingly or maliciously.



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5. The Chief Systems and Administrative Officer must ensure that all users sign an ICT Resource Usage Agreement before access to FFSBC ICT resources is allowed.
6. The Corporate Services Division may monitor the use of FFSBC networks and may monitor selected network traffic or Internet sites. Monitoring is done for operational reasons and normal routine analysis does not involve reading the content of email or files.
7. Alleged inappropriate use of ICT resources will be reviewed on a case-by-case basis, and may lead to disciplinary action (which may include dismissal or cancellation of contract) or pursuing other legal remedies.

I, _____, have received and read a copy of the Information and Communications Technology (ICT) Agreement.

Employee Signature

Date

pc: Employee Personnel File