

 <b>BOARD POLICY</b>	Policy Name: <b>INTERNET AND EMAIL</b>	Policy Number: <b>2.11</b>	
	Approval Signature:	Section: <b>Administration</b>	Page <b>1 of 4</b>
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	Approved by Board: <b>June 23, 2025</b>	Next Review Date: <b>2027</b>	
	Policy Contact (Position): <b>Executive Director</b>	Name of Responsible Committee: <b>Executive Committee</b>	

## **INTERNET AND EMAIL POLICY**

### **1. PURPOSE**

The purpose of this policy is to establish clear guidelines for the appropriate use of telephone, fax, email, and internet and other technological resources of the the Northern Association of Community Councils Inc. (NACC). Access and use of these resources are provided to employees to support their work-related responsibilities, and their use must align with the organization's professional standards and operational needs.

### **2. AUTHORITY**

Under the Policy section of By-Law Number 1, the directors may adopt, amend, or repeal policies relating to the governance, management, operation, and affairs of the Corporation that are not inconsistent with the NACC's By-laws, as the directors may deem appropriate from time to time.

### **3. GENERAL**

- (a) The Association owns and/or controls all workplace technology and information technology resources and systems. If applicable, each employee has a responsibility to use workplace information technology resources and systems in a manner that is consistent with the objectives of their employment and this policy.
- (b) Employees should have no expectation of privacy regarding use of any workplace technology and information technology resources and systems and any information or data that is received, stored, or transmitted via workplace technology and information technology resources and systems.
- (c) Employees employees have no ownership or proprietary interest in any information or data that is received by, stored on, or transmitted with any workplace technology or information technology resources and systems.

- (d) Telephone, fax, internet, and email are available for staff members to use to carry out their duties and responsibilities in relation to their employment with the NACC. The use of these resources must be related to NACC business however, incidental and occasional personal use may occur when such use does not generate a direct cost for NACC, follows the guidelines as outlined below, and/or does not unduly interfere with the individual's assigned responsibilities or the normal functioning of the office. Employees who abuse telephone, fax, internet, and/or emails may be subject to disciplinary action and/or termination without notice.
- (e) Information technology resources and systems refer to the following non-exhaustive list:
- Personal computers and workstations;
  - Internal office instant messenger;
  - Laptop computers;
  - Data storage devices;
  - Computer hardware;
  - Peripheral equipment, such as printers, modems, fax machines and copiers;
  - Computer software applications and associated files and data, including software that grants access to external services such as the Internet;
  - Electronic mail (email);
  - Cellular telephones and pagers;
  - Personal digital assistants and smartphones; and,
  - Voicemail systems.
- (f) Except as provided in this policy, the use of information technology resources and systems is strictly limited to work-related purposes.
- (g) Any attempt to degrade the performance of a computer system or network or to deprive authorized personnel of resources or access to any of our computer or network is prohibited and may result in discipline up to and including dismissal.

#### **4. INAPPROPRIATE USE OF I.T. RESOURCES AND SYSTEMS**

Inappropriate use of information technology resources and systems includes but is not limited to the following:

- Illegal activity, including breach of copyright laws;
- Accessing inappropriate websites, including but not limited to sites containing pornographic and hate literature;
- Online gambling or other game playing;
- Using technology to harass, discriminate or make defamatory, slanderous or libelous statements (e.g. sexually explicit or racial messages and/or jokes);

- Online shopping or bidding on online auctions;
- Accessing chat rooms and instant messaging;
- Flooding or spamming;
- Downloading, installing or using unlicensed software;
- Signing guest books, newsgroups or bulletin boards; and,
- Conducting personal business, such as online banking.

## **5. TELEPHONE AND FAXING**

Personal long distance phone calls and faxes are prohibited. If it is necessary to place a personal long distance call or fax, a personal calling card must be used or the call must be collect or charged to a third party.

## **6. EMAIL**

The use of email is reserved primarily for NACC business. Limited personal use of email is permissible if such use is reasonable and not in contravention of this policy with respect to inappropriate use of information technology resources and systems.

All messages distributed via email, even personal emails, are the property of the NACC.

You must have no expectation of privacy in anything that you create, store, send or receive and your emails can be monitored without prior notification. Even when used for limited personal use, the content of any email communication sent, received or stored remains the property of the NACC at all times.

It is strictly prohibited to:

- Send or forward emails containing libelous, defamatory, offensive, racist or obscene remarks.
- Forward a message or copy a message or attachment belonging to another user without acquiring permission from the originator first.
- Send unsolicited email messages or chain mail.
- Forge or attempt to forge email messages, or disguise or attempt to disguise your identity when sending mail.
- Use work email addresses as a personal contact on websites, mailing list systems, chat rooms, web pages, and newsgroups.

## **7. DUTY OF CARE**

Users must take the same care in drafting an email as they would for any other communication. Confidential information should not be sent via email.

## **8. PERSONAL USAGE**

Although the company's email system is meant for business use, NACC allows personal usage if it is reasonable and does not interfere with work.

## **9. DISCLAIMER**

All company emails must have a NACC signature that includes name, title, and contact numbers. In addition, the following disclaimer will be added to each outgoing email:

*"Please note that, save a notice to the contrary by the recipient or special circumstances, the use of email is considered by the Association as an adequate means of communication, equivalent to regular mail. The present message is intended only for the named recipient(s) above, and its contents are confidential. If you have received this message in error, please notify us immediately and delete the original message without making a copy, disclosing its contents or taking any action based thereon."*

## **10. INTERNET**

The primary reason for the provision of Internet access is for research and information. However, as with email, it is legitimate for employees to make use of the Internet in its various forms for personal purposes as long as:

- it is not used to view or distribute improper material such as text, messages or images which are derogatory, defamatory or obscene.
- personal Internet use does not interfere, either by its timing or extent, with the performance of the employee's duties.

## **11. MONITORING AND REVIEW**

This policy will be reviewed every two years by the Executive Committee to ensure its continued relevance and alignment with the NACC's governance structure or more frequently should changes occur in communities administered by the Northern Affairs Act. Changes to the policy will be documented and communicated to the Board for approval.

## **12. BOARD ACCEPTANCE**

This policy will be approved by the Board of Directors. The President / Chair of the Board will sign and date the policy to indicate its approval and adoption.

Reviewed: June 23, 2025  
Revisions Approved: June 23, 2025