

20. Technology Use Policy

Preamble

In order to provide the best possible services, remain competitive, provide our employees with the best tools to do their jobs, and assist persons served to access information and technology, Spectrum Society provides access to various forms of electronic media and services, including computers, e-mail, telephones, voicemail, fax machines, intranet, and internet. These electronic media and services are provided for the sole purpose of facilitating and supporting activities relating to Spectrum's operations and enhancing the quality of life of persons served. All users have the responsibility to use these resources in a responsible and lawful manner.

Policy

- (a) Spectrum supports the enhancement of communications and appropriate use of materials and resources consistent with the Society's goals.
- (b) Spectrum encourages acceptable use of technology by employees, caregivers, volunteers, and persons served. Such use shall be consistent with the Society's code of conduct and mission statement.
- (c) Spectrum supports efficient, ethical and legal utilization of technology. The Society maintains the right to monitor individual uses of technology to ensure adherence to the guidelines set forth in the Technology Use Policy.
- (d) Spectrum's privacy officer shall monitor content, copyright and protection of privacy on all web pages created for the Society.
- (e) Spectrum's technology coordinator is authorized to issue such procedures as may be necessary to support this policy.
- (f) Violation of any of the terms and conditions in this policy may result in suspension or cancellation of the user's access privileges, payment for damages and repairs, and disciplinary action.
- (g) The board and management of Spectrum have the right to monitor all electronic communication.

Guidelines for acceptable technology usage

- (a) Spectrum's technology systems will be used responsibly. Users will not knowingly transmit, retrieve or store information that is:
 - (i) Discriminatory or harassing
 - (ii) Derogatory to any individual or group

- (iii) Obscene, sexually explicit or pornographic
 - (iv) Defamatory or threatening
 - (v) In violation of any license governing the use of software
 - (vi) In violation of any copyright laws, including downloading of copyrighted music, movies and other content
 - (vi) Engaged in for any purpose that is illegal or contrary to Spectrum Society's policies or business interests
- (b) Sharing of usernames and passwords is not permitted. Users will not allow others to gain unauthorized access to password-protected documents or sites.
 - (c) Users will respect the confidentiality of other individuals' electronic communications and will not attempt to gain unauthorized access to another person's materials, information or files.
 - (d) Users will not use the Society's technology for unauthorized commercial purposes or for financial gain unrelated to the mission of the Society.
 - (e) Unauthorized downloading or installation of any software is strictly prohibited.
 - (f) Users must report any hardware, software or security problems immediately to the supervisor.
 - (g) Vandalism and/or unauthorized use of hardware or software on the network environment is prohibited.
 - (h) Human Resources will grant access to the Society's information management systems (email, Sharevision, Com Vida), as required. For more information, please refer to Policy 20.1 – Email Usage.

Technology Procedures

1. Spectrum provides computers (desktops and laptops) to program locations to enable staff to access information and provide updates on services and supports.
2. Spectrum computers will be identified and inventoried in a database to track their location, update status and age.
3. When Spectrum computers are replaced, the old computers will be properly decommissioned, ensuring that all private information is removed from the computer before it is disposed of.
4. When an employee leaves Spectrum, they will return any laptops or other devices provided to them by Spectrum prior to their last day of work.