

## Computer Use Policy

Effective Date: August 6<sup>th</sup>, 2013  
 Reviewed Date: TBD  
 Reviewed By: CKXU Board of Directors

### Revision History

Version	Version Date	Status	Summary of Changes	Author
0.1	August 1, 2013	Submitted Version	Original Document Submitted to CKXU Board of Directors for Review	Aaron Trozzo, James Oliver
1.0	August 6, 2013	Final Policy Version	Reviewed by CKXU Board of Directors	N/A

### Document Reviews

Reviewer Name, Title and Institution Name	Date
Branden Hamilton, Music Director, CKXU Radio Society	August 1, 2013
James Oliver, IT Coordinator, CKXU Radio Society	August 1, 2013

## Authority & Alignment

### Authority

#### CKXU RADIO SOCIETY

#### Society General Policy

## Purpose

A. To remain competitive, to better serve our customers and community, and to provide our volunteers and employees with the best tools to do their jobs. CKXU Radio Society makes available to our workforce and volunteers access to one or more forms of electronic media and services, including but not limited to computers, e-mail, telephones, voicemail, fax machines, electronic bulletin boards, online services, intranet, and internet.

B. CKXU Radio Society encourages the use of these media and associated services because of their potential to make communication more efficient and effective, and because they can be a valuable source for information relating to artist relations, IT vendors, media consumers, technology, and related products and services.

However, all employees and volunteers of the organization should remember that electronic media and services provided to them by the CKXU Radio Society (which hereafter may be referred to as the "company") are company property, and their explicit purpose is to facilitate and support company business. By using company computers to access the aforementioned media services, said users have entered into a binding agreement to accept the responsibility of using these resources in a professional, ethical, and lawful manner.

C. To ensure that all employees and volunteers are responsible, the following guidelines have been established for using e-mail and the Internet. No policy can lay down rules to cover every possible situation. Instead, it is designed to express CKXU Radio Society philosophy and set forth general principles when using electronic media and services.

## Prohibited Communications

Electronic media cannot be used for knowingly facilitating the transmission, retrieval, or storage of any communication that is:

1. Discriminatory or harassing;
2. Derogatory to any individual or group;
3. Defamatory, libelous, or threatening;
4. In violation of any license governing the use of software; or
5. Engaged in for any purpose that is illegal or contrary to CKXU Radio Society policy or business interests.

## Personal Use

The computers, electronic media and services provided by CKXU Radio Society are *primarily* for business use to assist employees and volunteers in the undertaking of their positions within the society. Limited, occasional, or incidental use of electronic media (i.e., sending, receiving, etc.) for personal, nonbusiness purposes is understandable and acceptable, and all such use should be done in a manner that does not negatively affect the systems' use for their business purposes (i.e., if someone is using the Booth 2 computers for personal reasons, they are expected to yield to anyone who has a CKXU related project requiring that room). However, employees and volunteers are expected to demonstrate a sense of responsibility and to not abuse these privileges.

### Access to Employee Communications

A. Generally, electronic information created and/or communicated by an employee using e-mail, word processing, utility programs, spreadsheets, voicemail, telephones, Internet, bulletin board system access, and similar electronic media is not reviewed by the company. However, the following conditions should be noted:

CKXU Radio Society does routinely gather logs for most electronic activities or monitor employee communications directly, e.g. recording telephone calls, telephone numbers dialed, sites accessed, call length, and time at which calls are made, for the following purposes:

1. Cost analysis;
2. Resource allocation;
3. Optimum technical management of information resources; and
4. Detecting patterns of use that indicate employees are violating company policies or engaging in illegal activity.
5. Other training purposes

B. CKXU Radio Society reserves the right, at its discretion, to review any employee or volunteer's electronic files and messages to the extent necessary to ensure electronic media and services are being used in compliance with the law, this policy, and other company policies.

C. Employees should not assume that electronic communications sent or received via *company* email are completely private. Accordingly, if employees have sensitive information to transmit, they should use their *personal* email, on their own devices.

### Software

To prevent computer viruses from being transmitted through the company's computer system, unauthorized downloading of any non-approved software is strictly prohibited. This includes but is not limited to instant message and remote control programs. Only software registered and/or approved through CKXU Radio Society may be downloaded from trusted sources (i.e., Microsoft, Apple, University of Lethbridge, etc.). Employees should contact the IT coordinator if they have any questions or concerns.

### Security and Appropriate Use

A. Employees and volunteers must respect the confidentiality of other individuals' electronic communications. Except in cases where explicit authorization has been granted by company management, employees and volunteers are prohibited from engaging in, or attempting to engage in:

1. Monitoring or intercepting the files or electronic communications of other employees, volunteers, or third parties;
2. Hacking or obtaining access to systems or accounts they are not authorized to use;
3. Using another person's login or passwords; and
4. Sharing general logins or passwords with non-members;
5. Breaching, testing, or monitoring computer or network security measures.

B. No e-mail or other electronic communications may be sent that attempt to hide the identity of the sender or represent the sender as someone else.

C. Electronic media and services should not be used in a manner that is likely to cause network congestion or significantly hamper the ability of other people to access and use the system. This does not apply to normal use of media/streaming web services such as YouTube, Bandcamp, Soundcloud, etc.

D. Anyone obtaining electronic access to materials belonging to other companies or individuals must respect all copyrights and cannot copy, retrieve, modify, or forward copyrighted materials except as permitted by the copyright holder.

### Encryption

Employees and volunteers can use encryption software supplied to them by the IT coordinator for purposes of safeguarding sensitive or confidential *business information*. In this case the IT coordinator and station manager must be provided with a sealed hard copy record (to be retained in a secure location) of all of the passwords and/or encryption keys necessary to access the files. This does not apply to personal encrypted volumes/devices as long as there is no company related information on said volumes/drives.

### Participation in Online Forums

- A. Employees should remember that any messages or information relayed through company provided facilities to one or more individuals via an electronic network—for example, Internet mailing lists, bulletin boards, and online services—are statements identifiable and attributable to CKXU Radio Society.
- B. CKXU Radio Society recognizes that participation in some forums might be important to the performance of an employee or volunteer's job. For instance, an employee might find the answer to a technical problem by consulting members of a news group devoted to the technical area.
- C. All employees and volunteers are forbidden from posting on any online forum or social media outlet as a representative of CKXU without executive authorization.
- D. Due to the responsibilities of the Social Media Coordinator position the individual(s) holding this position along with the station staff members are exempt from section C above.

### Violations

Any employee or volunteer who abuses the privilege of their access to e-mail or the Internet in violation of this policy will be subject to corrective action, including possible termination of employment and/or membership, legal action, and/or criminal liability.

### Employee and Volunteer agreement on use of E-Mail and the Internet

I have read, understand, and agree to comply with the aforementioned policies, rules, and conditions governing the use of the Company's computer and telecommunications equipment and services. I understand that there may only be a limited expectation of privacy when I use any of the telecommunication equipment or services belonging to the company. I am aware that violations of this guideline on appropriate use of the e-mail and Internet systems may subject me to disciplinary action, including termination from employment, legal action, and/or criminal liability. I further understand that my use of the e-mail and Internet may reflect on the image of CKXU Radio Society to our consumers, competitors, and business relations, and that I have responsibility to maintain a positive representation of the company. Furthermore, I understand that this policy may be amended at any time, with notice to the Board of Directors.

**By use of the CKXU Radio Society computers, network, or infrastructure, I hereby agree that I have read, understand, and agree to the terms of this policy.**