



Building Healthy Minds and Bodies since 1977

7.3 COMPUTER AND PHONE USE POLICY

PURPOSE

Okanagan Gymnastics Centre (OGC) is dedicated to ensuring that OGC employees have access to information resources needed to maximize efficiency. This policy outlines the acceptable use of OGC information resources and explains to OGC employees their responsibilities to protect information resources and prevent service interruptions.

To set standards for the use of OGC's computer, telephone and other systems.

POLICY

Acceptable Use

The following are considered acceptable uses of OGC Information Systems:

- Activities that are part of official OGC work-related duties;
- Activities intended for career and professional development.

All work related information shall be stored on OGC Information Systems at all times.

Use of Information Technology

OGC permits occasional and limited personal use of OGC's Information Systems as long as it is not excessive or inappropriate, occurs during personal time (lunch or other breaks) and does not result in expense or harm to OGC or otherwise violate this policy. Acceptable personal use of "Information Resources" is a privilege, not a right, and may be revoked if a user does not comply with this Policy. Personal use may not interfere with the performance of work activities and responsiveness.

Examples of acceptable personal use of Information Systems include, but are not limited to:

- searching for information online (for example, weather forecast, bus schedule)

- checking personal e-mail;
- keeping up-to-date with news and current events;
- visiting social networking sites;
- making or receiving short personal telephone and/or computer calls.

Unacceptable Use

Using Information Systems to access, create, view, transmit, or receive racist, sexist, threatening, or otherwise objectionable or illegal material, defined as any visual, textual, or auditory entity, file, or data, is strictly prohibited. Such material violates OGC's Harassment policy and subjects the responsible employee to disciplinary action. OGC Information Systems must not be used to harm others or to violate any legislative regulations in any way.

The following are considered unacceptable use of OGC information resources (including, but not limited to):

- personal use that may interfere with the normal operation of OGC's Information Systems;
 - This may include, but is not limited to, receiving or sending large files, streaming video or music, online gaming, playing recreational games, subscribing to continuous data streaming, downloading files for personal use;
- taking, storing and distributing of videos and pictures of athletes and any other OGC member on their personal electronic equipment (cell phones, laptops, tablets etc.); for personal use. OGC has an iPhone for use of taking pictures and videos while at OGC. While away at competitions or events, authorized employees may as part of their marketing functions, take pictures and videos with their personal media imaging device for advertising requirements. These pictures and photos must be deleted from the personal photo/video gallery immediately after the picture or video has been sent to the Business Team Leader or posted to any of OGC's Social media platforms.
- Employees must be aware of any athletes who do not want their photo's or videos posted on OGC Social Media Platforms.
- Coaches posting on their personal Social Media Platforms – see the Social Media Policy
- storage of personal information on OGC's Information Systems;
- accessing, storing and/or distributing inappropriate material which are offensive and/or which are illegal under the *Criminal Code of Canada*;
- use that incurs direct or indirect costs to OGC;

- use that contravenes other OGC policies including, but not limited to OGC's Harassment Policy, Conflict of Interest Policy, Privacy Policy, etc.;
- use that interferes with the conduct of OGC business;
- use that compromises the security of OGC's Information Systems;
- use that involves modifying OGC's Information Systems, including loading software or apps, making configuration changes or introducing external elements;
- attaching unauthorized external hardware to OGC hardware;
- gaining unauthorized access, or allowing any persons without proper authorization to gain access, to any OGC device, data, computer or network system;
- any use for lobbying, endorsing, campaigning, financial gain for personal and/or third party benefit;
- inappropriate use of OGC's Information Systems protected by copyright, trademark or privacy laws;
- long distance telephone calls that are non-emergent in nature;
- destroying, deleting, erasing or concealing OGC files and data, or otherwise making such files or data unavailable or inaccessible.
- using abusive, profane, threatening, racist, sexist, or otherwise objectionable language in either public or private messages;
- failing to log off/ sign out of any secure, controlled-access computer or other form of electronic device or system to which you are assigned.

Use of OGC Information Systems for illegal activity can lead to disciplinary action, up to and including dismissal and criminal prosecution. OGC will comply with requests from law enforcement and regulatory agencies for logs, diaries, archives, or files on individual Internet activities, e-mail use, and/or computer use if approached and necessary.

Monitoring, ownership and access

OGC owns the rights to all data and files in any computer, network, or other information system used in OGC and to all data and files sent or received using any company system or using OGC's access to any computer network.

OGC may monitor all Information Systems to ensure the effectiveness and security and, where reasonable cause exists, to ensure compliance with this Policy. Monitoring may include, but is not limited to:

- logs of all websites visited;
- logs of file transfer data;

- the tracking of files created, edited, renamed or copied;
- records of network activity including bandwidth consumption.

Employees must be aware that the electronic mail messages sent and received using OGC's Information Systems are not private and are subject to viewing, downloading, inspection, release, and archiving by OGC management at all times.

OGC has licensed the use of certain commercial software application programs for business purposes. Third parties retain the ownership and distribution rights to such software. No employee may create, use, or distribute copies of such software that are not in compliance with the license agreements for the software.

Definitions:

OGC's Information Systems – all OGC services, technologies and equipment used for creating, managing and transmitting information. Examples include, but are not limited to, computer, telephone and cell phone hardware, tablets, computer software, databases, electronic mail, voice mail, photocopiers, facsimile machines, internet, online, and Wi-Fi services.

APPROVED BY OGC BOARD OF DIRECTORS September 23, 2015

AMENDED BY OGC BOARD OF DIRECTORS MARCH 22, 2018