



<b>POLICY AND PROCEDURE</b>	
Title: <b>Communication Devices</b>	Category: <b>Human Resources</b>
Approved by FHN: Approved by FHT: November 2, 2017 Reviewed October 28, 2020	Next Review: November 2023
Author: Executive Director	Reviewing Body: FHT Board, GC and NOTL FHNs

## I. Policy

The Niagara North Family Health Team (NNFHT) and its associated Family Health Networks owns and controls all workplace technology and the information technology systems. Each employee has a responsibility to use workplace information technology resources in a manner that is consistent with the objectives of their employment.

Employees should have no expectation of privacy regarding any information or data that is received, stored, or transmitted via workplace technology and information technology systems.

Information technology resources refer to the following non-exhaustive list:

- Assigned computers and workstations
- Lap top computers
- Peripheral equipment such as printers, fax machines and copiers
- Email
- Internet
- Cellular Phones and pagers
- Voicemail systems

Except as provided for in this policy, use of information technology resources is strictly limited to work-related purposes. ***Non-business personal use is strictly prohibited.***

### **Inappropriate Use of Information Technology Resources**

Inappropriate use of information technology resources 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 pornography or hate literature

- Online gambling or other game playing
- Using technology to harass, discriminate or make defamatory, slanderous or libelous statements (i.e. sexually explicit or racial messages, jokes, cartoons)
- Online shopping or bidding on online auctions (i.e. Ebay)
- Downloading, installation or use of unlicensed software
- Signing of guest books, newsgroups, and/or bulletin boards
- Bulk email distribution or SPAM
- Use of personal social media (i.e. Facebook, Twitter, Instagram)

Conducting personal business such as online banking, online reservations, You-tube downloads, texting.

### **Email use**

The use of email is reserved exclusively for business use only.

### **Cell Phone Use**

The use of personal cell phones or other devices are to be used only during the employee's break times