

Nipissing First Nation Literacy Program

COMPUTER USE POLICY

SECTION ONE.

PURPOSE

A. To remain efficient, better serve our community, and provide our community with the best tools to complete their work, *Nipissing First Nation Literacy Program* makes available, within our facility, to our community, access to one or more forms of electronic media and services, including computers, educational software, e-mail, telephones, fax machines, online services, Internet and the World Wide Web.

B. *Nipissing First Nation Literacy Program* encourages the use of these media and associated services because they can make communication more efficient and effective. However, all community members and everyone connected with the NFN Literacy Program should remember that electronic media and services provided by the NFN Literacy Program are NFN Literacy Program property and their purpose is to facilitate and support the community. All computer users have the responsibility to use these resources in a professional, ethical, and lawful manner.

C. To ensure that all community members are responsible, the following guidelines have been established for using the computers and the Internet. No policy can lay down rules to cover every possible situation. Instead, it is designed to express *Nipissing First Nation Literacy Programs* philosophy and set forth general principles when using electronic media and services. This policy can be amended at any time to ensure the security and safety of the equipment and the community.

SECTION TWO.

PROHIBITED COMMUNICATIONS

Electronic media cannot be used for knowingly transmitting, retrieving, or storing any communication that is:

1. Discriminatory or harassing;
2. Derogatory to any individual or group;
3. Obscene, sexually explicit or pornographic;
4. Defamatory or threatening;
5. In violation of any license governing the use of software; or
6. Engaged in for any purpose that is illegal.

SECTION THREE.

PERSONAL USE

The computers, electronic media and services provided by *Nipissing First Nation Literacy Program* are primarily for homework and learning activities to assist community members in the performance of their education/employment. Limited, occasional, or incidental use of electronic media (sending or receiving) for personal 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 purposes. However, community members are expected to demonstrate a sense of responsibility and not abuse this privilege.

SECTION FOUR.


SOFTWARE

To prevent computer viruses from being transmitted through the NFN Literacy Program's computer system, unauthorized downloading of any unauthorized software is strictly prohibited. Only software registered through *Nipissing First Nation Literacy Program* may be downloaded. Community members should contact the system administrator if they have any questions.

SECTION FIVE.

SECURITY/APPROPRIATE USE

- A. Community members must respect the confidentiality of other individuals' electronic communications. Computer users are prohibited from engaging in, or attempting to engage in:
1. Monitoring or intercepting the files or electronic communications of others;
 2. Hacking or obtaining access to systems or accounts they are not authorized to use;
 3. Using other people's log-ins or passwords; and
 4. Breaching, testing, or monitoring computer or network security measures.
- B. The Nipissing First Nation Literacy Program computers, hardware, and software are to remain in the building at all times. Any attempt to remove any computers or their components will result in exemption from the use of the computer and/or software.
- C. No e-mail or other electronic communications can be sent that attempt to hide the identity of the sender or represent the sender as someone else.

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

Accepted this 20th day of April, 2010.

