

Safe and Responsible Use of Technology

Purpose:

The purpose of this policy is to outline what the safe and responsible use of technology looks like. This embodies protecting stakeholder, university, and the Augustana Students' Association data to promote responsible digital citizenship and encourage collaboration, transparency, and accountability to progress objectives.

Policy:

This policy, whilst specific to the ASA, acts in conjunction with the University of Alberta's Students' Union.

Computer and Technology Use:

- Staff and volunteers are expected to use computer and network services responsibly and productively. Unacceptable activities include but are not limited to:
 - using computers to perpetrate any form of fraud, piracy or other illegal activity;
 - hacking or otherwise accessing any computer or network without permission;
 - introducing unauthorized software, connecting unauthorized equipment to the network, or otherwise jeopardizing the security of the organization's computer systems and network;
 - stealing, using or disclosing someone else's account or password without authorization; and
 - intentionally accessing, creating and/or distributing inappropriate, objectionable or illegal content.
- Usernames and passwords that have been assigned to an individual are their own responsibility to safeguard. All passwords must:
 - never be shared with anyone;
 - be sufficiently complex, as determined by the information technology department;
 - be changed at a minimum frequency upon the new executive committee assuming their position
 - be changed immediately if it may have been compromised for any reason.
 - Any potentially compromised passwords, accounts or electronic data must be immediately reported to the Executive Director and to the Information Technology department

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- Be shared with the Executive Director to ensure the security and functionality of company-owned devices or systems
- Upon termination of an employment or volunteer position, the Executive Director must immediately inform Information Technology staff, who will ensure the individual's access to all Augustana Students' Association computer systems is cancelled.
- Software may be installed on a Augustana Students' Association computer only upon explicit approval by the Executive Director
- All software and other intellectual property must be appropriately licensed for use on each computer it is installed on.
- Licenses owned by the Augustana Students' Association may only be used on Augustana Students' Association computers.
- Desktop computers that are designated to a specific employee should be turned completely off when not in use or when left unattended.
- All electronic data that is composed, stored, transmitted and/or received by the Augustana Students' Association's computer systems is considered property of the Augustana Students' Association.
- With the approval of the Executive Director, information technology staff have the right to suspend or modify users' access privileges, and may examine files, passwords, data, computer usage, network traffic, and any other material that may aid in an investigation of possible misuse.
- All ASA members shall act with due responsibility on all University of Alberta owned devices granted access to

Electronic Information:

- All Augustana Students' Association electronic information must reside exclusively on Augustana Students' Association computer systems unless approval has been provided by the Executive Director or designate.
- Wherever possible, electronic information must be stored on a central Augustana Students' Association server (i.e. a shared drive and organizational email) instead of on a personal workstation and secured with a sufficiently complex password
- All Augustana Students' Association laptop computers must have their storage devices (i.e. hard drives) encrypted at all times.
- Access to confidential and personal information from outside of the University of Alberta network must take place through an encrypted connection.
- Confidential and personal information must always be encrypted wherever it is stored and/or transported.

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- Confidential and personal information must be stored in accordance with the procedures outlined by the Office of the CISO policy on [Institutional-Data-Management-and-Governance-Procedure](#). Data shall not be stored in any of the following locations:
 - portable storage devices (such as USB sticks, cellular devices and external hard drives); and
 - any equipment not owned by the Augustana Students' Association.
- All data on hard drives and other storage devices must be securely erased by the Information Technology department before such devices are disposed of. Storage devices from any servers or other central hardware must be physically destroyed.

Personal Information Provided by the University of Alberta:

- In addition to all other Augustana Students' Association policies, the following policies shall apply to any personal information provided to the Augustana Students' Association by the University of Alberta and/or the University of Alberta's Students Union:
- Access to personal information will only be provided on a 'need-to-know' basis.
- Personal information may be provided to the Executive Director and to information technology staff. Personal information may only be provided to other individuals if approved by the Executive Director.
- Individuals with access to personal information:
 - shall treat the information with the strictest confidence;
 - shall be provided a copy of this policy; and
 - must sign an agreement with the Augustana Students' Association (such as an employment contract) acknowledging and agreeing to this policy.
- Personal information shall only be used for purposes agreed upon with the University of Alberta, as communicated in the Information Sharing Agreement(s) currently in effect with the University of Alberta.
- Activities surrounding personal information must at all times comply with information security policies and guidelines that are in force at the University of Alberta, including the Information Technology Security Policy and its associated procedures.
- Personal information must at all times remain encrypted using methods acceptable under the University of Alberta's information security policies and guidelines.
- Any unauthorized access, collection, disclosure, use, modification and/or deletion of personal information must be immediately reported to the Executive Director, who shall notify the University of Alberta accordingly.

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Electronic Communications:

- Wherever possible, electronic communications to or from Augustana staff and volunteers shall take place using official accounts issued by the Augustana Students' Association.
- The Augustana Students' Association shall be the sole owner of all data stored in Augustana Students' Association electronic communications accounts (including email accounts), and may retain, view, share, destroy or perform any other action to any of this data.
- Email and other electronic communications accounts may be shared with an individual's job successor(s) or other employees.