

Access and Administration

Purpose:

The following policies shall define access and limitations for office equipment and offices.

Policy:

A. Computer Access

- All computers and equipment belonging to the Students' Association shall be used for the conduct of Students' Association business.
- Staff and volunteers are expected to use computer and network services responsibly and productively. Unacceptable include but are not limited to:
 - i. Using computers to perpetrate any form of fraud, piracy, or other illegal activity;
 - ii. Hacking or otherwise accessing any computer or network without permission;
 - iii. Introducing unauthorized software, connecting unauthorized equipment to the network, or otherwise jeopardizing the security of the organization's computer systems and networks;
 - iv. Stealing, using or disclosing someone else's account or password without authorization; and/or
 - v. Intentionally accessing, creating, and/or distributing inappropriate, objectionable, profane, or illegal content.
- Administrative and/or system settings on ASA computers may be modified only upon explicit approval by the Executive Director.
- All electronic data that is composed, stored, transmitted, and/or received by the ASA's computer systems is considered property of the ASA.
- Access by others shall be at the discretion of the Executive Director and/or Executive.
- All ASA electronic data shall reside exclusively on ASA computer systems unless approval has been provided by the Executive Director.
- When feasible, it is expected that ASA work be conducted on official office computers. Any work done on personal computers must be accessible on google drive. Personal computers must not contain confidential ASA material or personnel information.
- Any critical, historical, or otherwise important information must be stored both on an official ASA computer system and with the Executive Director.

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B. COPYING and Printing Photocopier and Printer

- The photocopier is to be used for ASA business only. Any personal photocopying shall be subject to a charge of .10 cents per page.
- An office printer will be available for all business related printing. Whenever possible and practical, prints shall be double sided.
- An official club work station shall be set up with a functioning printer. The official office printer will not be used for club printing.

C. Telephone

- The use of telephones in the ASA Office shall be limited to Students' Association business only.
- Users who make personal long distance calls shall be subject to applicable long distance charges.
- All users who send and receive personal faxes shall pay applicable fax rates.

D. Office Keys

- The following people shall be issued keys to conduct Students' Association business:
 - Executive Committee and Executive Director - master keys
 - Dag Editors – Forum Entrance, L1-002 (office door)
- All holders are responsible for the keys that have been issued to them, and all keys shall be turned into the Executive Director at the completion of the term/position.
- In the case where keys are lost, stolen, compromised, or not returned, it must be immediately reported to the Executive Director. If keys are not returned to the Executive Director at the end of the term, the key holder forfeits all final bursary payments.

E. Computer Software

- Software programs that are necessary or beneficial to the smooth function of the Students' Association shall be purchased upon the recommendation of the Executive Director and within proper budget allowances.
- Software may be installed on an ASA computer only upon explicit approval by the Executive Director, under the advice of Technology and Learning Services. All software and other intellectual property must be appropriately licensed for use on each computer it is installed on.

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- o Licenses owned by the ASA may only be used on official ASA computers.
- The Students' Association will strive to keep software current.
- Software that is downloaded or purchased but not approved by the Executive Director will not be reimbursed.