 <p>Capilano Students' Union</p>	<b>Policy No.</b>	<b>Approval Authority</b>
	HR-09	Board of Directors
	<b>Policy Name</b>	<b>Approval Date</b>
	<b>Appropriate Use of Technology</b>	November 3, 2017
	<b>Responsible</b>	<b>Scheduled Review</b>
	Executive Director	November 2018

## Purpose

The purpose of this policy is to set out expectations for the appropriate use of Capilano Students' Union information technology resources and assets by employees and members of the executive committee.


## Scope

This policy applies to employees and student executives, and to any board members, committee members, or volunteers to whom information technology resources or assets are signed out.

## Principles

1. **Standard of Conduct.** Employees are expected to use Capilano Students' Union information technology resources and assets ("IT resources") in accordance with the [standard of conduct policy](#). Student executives, board members, and volunteers to whom information technology resources or assets are signed out are expected to comply with the board's code of conduct.
2. **Protected Information.** Capilano Students' Union information technology resources and assets may include access to confidential personal or sensitive information. Users of these resources and assets must prevent unauthorized access to or disclosure of such information. If a resource or asset is lost or stolen, this must be reported to the executive director right away.
3. **Restricted Information Access.** Employees, student executives, board members, and volunteers must be provided with the lowest level of access to confidential, personal, or sensitive information that they require to do their job.<sup>1</sup>
4. **Reasonable Use.** Reasonable personal use of Capilano Students' Union information technology equipment and devices is permitted. We consider personal use to be "reasonable" so long as it:
  - a. is limited during business hours, and does not interfere with duties and responsibilities;
  - b. complies with all applicable laws;
  - c. does not compromise the security of confidential information or resources; and
  - d. is not used for personal financial gain.
5. **Official Records.** Employees, student executives, and board members are expected to use official user accounts, supplied by the Capilano Students' Union, when conducting student society business. In extenuating circumstances, personal accounts may be used; users are not to mass-forward their student society email account to a personal email address.
6. **Authentication.** Employees, student executives, and board members are expected to maintain the security of user accounts that have been supplied to them. Under no circumstances are

<sup>1</sup> This must not be construed so as to restrict or fetter the access of a board member to the information that the board requires to discharge its duties and responsibilities, nor so as to restrict or fetter access to a record for which a person has a right of access under the *Personal Information Protection Act* or the *Societies Act*.

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usernames and passwords to be shared with other individuals, except as expressly directed by the executive director for the purposes of our disaster recovery protocol.

7. **Installation of Applications.** The installation of apps that could interfere with personal or confidential information must be authorized by the executive director prior to the installation, to ensure that the application does not present information security or privacy concerns that would be unacceptable to the Capilano Students' Union.
8. **Accountability.** Employees or volunteers who inappropriately access or use IT resources or assets may be subject to disciplinary action, up to and including dismissal. Student executives, board members, and committee members who inappropriately access or use IT resources may be subject to such disciplinary action as the board may determine.

## Delegation

The board delegates the administration of this policy, and the authority to create appropriate use of technology procedures and programs to support and advance this policy, to the executive director.

## Review and Monitoring

This policy must be reviewed by the executive committee on at least an annual basis. The executive committee is responsible for monitoring the organization's adherence to this policy.

## Related Laws, Policies, and Procedures

[Policy PR-01: Privacy](#) (Capilano Students' Union)

[Policy HR-08: Employee Standard of Conduct](#) (draft) (Capilano Students' Union)

[Appropriate Use Policy Acknowledgement](#) (Capilano Students' Union)

## Endorsement

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Christopher Girodat  
Executive Director

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Perry Safari  
VP Finance & Services