

ACCEPTABLE USE POLICY

PLEASE READ THIS AGREEMENT CAREFULLY. THIS AGREEMENT DESCRIBES THE BASIC RESPONSIBILITIES THAT YOU ARE REQUIRED TO OBSERVE AS AN EMPLOYEE IN USING CORPORATE SYSTEMS. THE UNIVERSITY STUDENTS' COUNCIL OF THE UNIVERSITY OF WESTERN ONTARIO ("USC") BELIEVES THAT THIS AGREEMENT STRIKES A FAIR BALANCE BETWEEN ITS INTERESTS AND YOUR NEEDS AND EXPECTATIONS. THIS AGREEMENT HAS BEEN MADE TO PROTECT BOTH YOU AND THE USC BY BEING AS CLEAR AND PRECISE AS POSSIBLE.

THIS AGREEMENT, effective as of the date shown below, by and between the University Students' Council of the University of Western Ontario ("USC") and you, as an employee:

Section 1: OVERVIEW

Corporate Information Technology systems are company property provided for general business purposes to increase production and employee effectiveness only. Use of corporate services for purposes constituting clear conflict of the USC's interests or in violation of these policies is expressly prohibited.

Section 2: MAINTAINING SYSTEM SECURITY

Employee use of unauthorized, unlicensed, or pirated software is illegal and therefore is strictly prohibited. No unauthorized downloading/uploading of software or files is allowed. Unauthorized copying of proprietary software, publications, or files is prohibited, as is use of commercial software that in any way violates the applicable licensing agreement. All software downloaded must be authorized by and registered to the company. Users must not disable antivirus software and should report all virus occurrences.

In order to ensure the security of our corporate data, IDs and passwords should not be shared with others or written down in easily accessible areas. Users may not access a computer account that belongs to another employee or department without permission. Personnel must use their own log-on ID and password only, are responsible for all activity on their log-on ID, and must report any known or suspected compromise of their ID to the I.T. Department.

Section 3: CORPORATE PUBLIC IMAGE

Corporate online systems are public places for business communications and all communications over corporate systems reflect the corporate image. All employees are, therefore, responsible to maintain and enhance the corporation's public image and no abusive, discriminatory, harassing, inflammatory, profane, pornographic, or offensive language or other materials are to be transmitted through the corporate systems.

As we are hosted on Western's network, University bylaws and policies, such as those concerning confidentiality of information, also apply and must be upheld. These policies can be reviewed at http://security.uwo.ca/information_governance/policies/index.html

No message can be transmitted without the employee's identity. Transmittal of messages with anonymous or fictitious names is prohibited.

Section 4: CONFIDENTIALITY

You should recognize that your position with the USC requires considerable responsibility and trust. Relying on your ethical responsibility and undivided loyalty, the USC expects to entrust you with highly sensitive, confidential, restricted, and proprietary information. You are legally and ethically responsible for protecting and preserving USC's proprietary rights. No messages disclosing sensitive, confidential, restricted, non-public, or proprietary information involving trade secrets can be transmitted over the corporate online systems.

Section 5: PERSONAL USE

Any personal use must not interfere with normal business activities, must not involve solicitation, must not be associated with any for-profit outside business activity, and must not potentially embarrass the company.

Section 6: MONITORING OF ACTIVITY

USC Information Technology staff may routinely intercept usage patterns for online communications, examine web history files, monitor email communications, or otherwise access data stored by or transmitted through the USC's network and computers.

Section 7: VIOLATIONS

Confirmed incidents of unacceptable use will result in sanctions including verbal warnings, revocation of computing privileges, and termination. Users that violate federal or provincial laws may be referred to the appropriate authorities for criminal prosecution.

Section 8: AMENDMENTS

The corporation may amend this Acceptable Use Policy from time to time as is necessary. All users will receive prompt notice of any amendments.

ACCEPTED:

As an employee of the USC, I have received a copy of the corporation's Acceptable Use Policy and have had the opportunity to ask questions and receive clarification. I hereby accept and agree to abide by the standards set in the Policy for the duration of my employment with USC.

Employee Signature

Date

Employee Print Name

Witness: