

Internet Access and Use

Adopted date: May 11, 2022	Amended date:	Next Review: 2029
----------------------------	---------------	-------------------

OBJECTIVE

The objective of this policy is to assure that appropriate standards are followed by users that are connected to the internet services provided by the Van Anda Improvement District (VAID) and that the system is operated efficiently.

DEFINITIONS

“District” Van Anda Improvement District

SCOPE

All VAID employees, Trustees and volunteers.

POLICY

SENSITIVE INFORMATION

No unauthorized release of personal, confidential or protected information that could be subject to existing legislation, regulations and standards shall be allowed.

OFFENSIVE MATERIAL

Includes but not limited to pornography, hate literature, or any material which contravenes the BC Human Rights Act. If there may be any question of appropriateness, don't access material or questionable websites.

ACCESS

- Internet usage will be subject to scrutiny and or disclosure. Users must ensure that the District is not brought into disrepute as a result of downloading or viewing of offensive material.
- All information downloaded must comply with all applicable laws and regulations and must respect the legal protection provided by copyright and licenses with respect to both programs and data.
- Ordering of goods and services should be done by authorized personnel or their delegate.
- Downloading of non-executable files for business use is permitted. These would include reports, Adobe pdf files, information flyers, etc. from other institutions or government agencies.

POLICY

- Executable software may not be downloaded. This type of software may contain viruses that could harm the network system. If such a file is required, it must be obtained with approval of the Administrator.
- Alleged inappropriate use of the internet will be reviewed by the Board on a case-by-case basis and may lead to loss of internet access privileges or other disciplinary action

RELATED DOCUMENTS

- Use of Information Technology Resources Policy
- Confidential Information and Privacy Rights of Personal Information Policy