



## **Six Nations Council's Electronic Equipment Use Policy**

### **1. INTRODUCTION**

The Six Nations Elected Council shall abide by the following provisions contained herein, or otherwise may be subject to disciplinary action or referral to the appropriate legal authorities for failing to comply.

### **2. SCOPE OF POLICY**

This policy is applicable to Six Nations Council electronic equipment resources. This policy refers to all Six Nations Council "Electronic Equipment Resources" which means all computer and communications equipment installed on Six Nations Council property or otherwise furnished by Six Nations Council, whether individually controlled or shared, stand-alone or networked, and whether owned, leased, operated, or controlled by Six Nations Council, and including networking devices, personal digital assistants, wireless devices, personal computers, work stations, mainframes, minicomputers and any associated peripherals and software regardless of whether used for administrative, research, teaching or other purposes. No one, other than authorized personnel for authorized purposes, shall attempt to modify or remove Six Nations Council electronic equipment resources or any other computer equipment, software or peripherals that are owned by others without proper authorization from Six Nations Council.

### **3. LEGAL COMPLIANCE**

- 3.1** All users of Six Nations Council's information systems must comply with all federal, provincial, and other applicable law; all generally applicable Six Nations Council rules and policies, including, but not limited to those which apply to personal conduct and those specific to computers and networks; and all applicable contracts and licenses.
- 3.2** Users are responsible for ascertaining, understanding and complying with the laws, rules, policies, contracts, and licenses applicable to their particular uses.
- 3.3** All users are cautioned that any electronic correspondence (e-mail, text messages etc...) may be subpoenaed and used as evidence in legal proceedings.

### **4. AUTHORIZED USES**

- 4.1** All users of Six Nations Council's information systems shall use only those electronic resources that they are authorized to use and use them only in the manner and to the extent authorized.

- 4.2 Members of Council shall identify any correspondence of a personal nature that uses Council property which incurred a cost that is not ordinarily covered by the organization.
- 4.3 Except where permitted by V(D), Internet use shall be for work related research purposes only.
- 4.4 Electronic equipment that is utilized during a meeting, or during other Council business, shall only be used for legitimate, business related purposes.
- 4.5 Members of Six Nations Elected Council shall be entitled to internet access at their homes. The cost of such access shall not exceed sixty dollars (\$60.00) monthly.
- 4.6 Members of Council shall be personally responsible to pay for any cost incurred due to personal, non-business related use of Council electronic equipment.
- 4.7 Ability to access computing resources does not, by itself, imply authorization to do so.
- 4.8 Users are responsible for ascertaining what authorizations are necessary and for obtaining them before proceeding.
- 4.9 Accounts and passwords may not, under any circumstances, be shared with, or used by, persons other than those to whom they have been assigned by Six Nations Council.
- 4.10 Attempts to circumvent these mechanisms in order to gain unauthorized access to the system or to another person's information violate Six Nations Council's policy and may violate applicable law.
- 4.11 All users must use systems and resources in ways that do not interfere with or disrupt the normal operation of these systems, nor interfere with the access and use of these systems and resources by others allowed to do so.

## 5. PROHIBITED CONDUCT

### 5.1 Harassment and Bullying

- 5.1.1 No user may, under any circumstances, use Six Nations Councils' computer systems or networks to libel, slander, threaten, bully, or harass any other person.

### 5.2 Capacity Used

- 5.2.1 All users of Six Nations Councils' information systems shall respect the finite capacity of those resources and limit use so as not to consume an unreasonable amount of those resources or to unreasonably interfere with the activity of other users.
- 5.2.2 Although there is no set bandwidth, disk space, CPU time, or other limit applicable to all uses of Six Nations Council computing resources, Six Nations Council may require users of those resources to limit or refrain from specific uses in accordance with this policy.
- 5.2.3 The reasonableness of any particular use will be evaluated at the discretion of Six Nations Council; who shall take into consideration all of the relevant circumstances.

- 5.2.4 Users must be good stewards of the electronic equipment, system and network resources offered by Six Nations Council. Examples of poor stewardship include, but are not limited to: excessive personal use; game playing; continuous running of background programs and reception of large files or running intensive multimedia network applications (digital/internet radio or other media).
- 5.2.5 Users rely on shared computing and networks simultaneously and, therefore, each user must consider the needs of other users when using these resources.

### 5.3 Illegal File Sharing

- 5.3.1 Copyright abuse can subject both the user and Six Nations Council to legal sanctions. Sharing copyrighted materials without a license (i.e., P2P file sharing which is often automatically shared) is against the law and also prohibited under this policy and may be subject to discipline at the discretion of Council.
- 5.3.2 Federal law requires Six Nations Council to take action when it is notified that someone on its network is distributing copyrighted materials. Six Nations Council will not protect any individual users, who distribute copyrighted material without license, nor will it protect or defend individuals who have improperly used Six Nations Council electronic equipment, system and/or network resources.

### 5.4 Personal Gain or Benefit

- 5.4.1 All users shall refrain from using Six Nations Council information systems resources for personal commercial purposes or for personal financial or other gain without proper authorization.
- 5.4.2 All users shall refrain from seeking personal benefit or permit others to benefit personally from any confidential information that has come to them by virtue of their work assignments.
- 5.4.3 Personal use of Six Nations Council computing resources for other purposes is permitted when it does not consume a significant amount of those resources, does not interfere with the performance of the user's job or other Six Nations Council responsibilities, and is otherwise in compliance with this policy.
- 5.4.4 Further limits may be imposed upon personal use in accordance with normal supervisory procedures.

### 5.5 Software License Abuse

- 5.5.1 Six Nations Council requires strict adherence to software vendors' license agreements. Copying of software in a manner not consistent with the vendors' license is strictly forbidden on Six Nations Council electronic equipment, system and network resources.

## 5.6 Damage to Equipment

- 5.6.1 It is the responsibility of a user to ensure that electronic equipment is maintained in a state of good working order and is stored in a secure manner.
- 5.6.2 No person, other than those authorized to do so, shall operate electronic equipment belonging to Six Nations Elected Council.

## 6. PRIVACY

- 6.1 All users of Six Nations Councils' information systems shall respect the privacy of other users and their accounts, regardless of whether those accounts are securely protected. Ability to access other persons' accounts does not, by itself, imply authorization to do so.
- 6.2 Users should be aware that their uses of the Six Nations Council computing resources are not completely private. Users are also cautioned that computer use may be monitored. The normal operation and maintenance of Six Nations Councils' computing resources require the backup and caching of data and communications, the logging of activity, the monitoring of general usage patterns, and other such activities that are necessary for the rendition of service.
- 6.3 Six Nations Council may also specifically monitor the activity and accounts of individual users of Six Nations Council computing resources, including individual login sessions and communications, without notice, when:
  - (a) the user has voluntarily made them accessible to the public;
  - (b) it reasonably appears necessary to do so to protect the integrity, security, or functionality of Six Nations Council or other computing resources or to protect Six Nations Council from liability;
  - (c) there is reason to believe that the user has violated, or is violating, this policy or any Six Nations Council policy;
  - (d) an account appears to be engaged in unusual or unusually excessive activity, as indicated by the monitoring of general activity and usage patterns; or
  - (e) it is otherwise required or permitted by law or for any other legally permitted reasons associated with the evaluation, testing, repair or general operation of the Six Nations Council electronic equipment resources.
- 6.4 Six Nations Council, in its discretion, may disclose the results of any such general or individual monitoring, including the contents and records of individual communications, to appropriate Six Nations Council personnel or law enforcement agencies and may use those results in appropriate Six Nations Council disciplinary proceedings.
- 6.5 Authorized system administrators may access computer users' files at any time for maintenance purposes. System administrators will report suspected unlawful or improper activities to the proper authorities.

## 7. SECURITY

Six Nations Council employs various measures to protect the security of its computing resources and of their users' accounts. Users should be aware, however, that Six Nations Council cannot guarantee such security. Users should therefore engage in "safe computing" practices by establishing appropriate access restrictions for their accounts and guarding their passwords.

## 8. ADDITIONAL USER-SPECIFIC PROVISIONS

### 8.1 Website Reproduction

8.1.1 In addition to fully complying with this policy's general provisions identified in sections 1 through 9, inclusive, all users that have their own websites housed on Six Nations Council web servers which reproduce material available over the internet must be done in compliance with all applicable copyright laws.

8.1.2 In addition, all Six Nations Council information that a Council member desires to post on their websites should only be done with appropriate permission and authority.

### 8.2 Third-Party Connections to the Six Nations Council Network (vendors, contractors, consultants and external entities)

In addition to fully complying with this policy's general provisions identified in sections 1 through 9, inclusive, all third-party connection users are subject to the following additional provisions:

8.2.1 Users shall protect the security of Six Nations Council systems, the confidentiality and privacy of Six Nations Council employees and records.

8.2.2 All Electronic Equipment resources and equipment must be inspected by a Six Nations Council Information Technology employee. The inspection is intended to verify that the appropriate level of security is in place, as well as verify the existence of proper communication equipment, technical settings, hardware compatibility and anti-virus protection.

8.2.3 Any equipment deemed insufficient or a risk to the Six Nations Council network may be denied access until deemed acceptable.

8.2.4 Any external equipment and network devices not made available for the inspection may be disconnected from the Six Nations Council network until proper inspection is completed.

8.2.5 If any equipment or network device is suspected of endangering network health, performance or security is subject to immediate disconnection.

8.2.6 Any intrusive security audits or tests which may impair the connectivity, functionality and health of the Six Nations Council network must be scheduled and approved by the Information Technology Department in advance of any such audit or impairment.

9. ENFORCEMENT

- 9.1 All users of Six Nations Council 's electronic equipment resources who are found to have violated any of these policies will be subject to disciplinary action up to and including but not limited to: warnings, reprimand, suspension, removal of electronic equipment privileges and/or legal action.
- 9.2 All users, when requested, are expected to cooperate with system administrators in any investigation of system abuse.
- 9.3 Users are expected to report suspected abuse, especially any damage to or problems with their files.
- 9.4 Failure to cooperate may be grounds for cancellation of access privileges, or other disciplinary actions.
- 9.5 Council members should be aware that e-mail on their Six Nations Council account and files on Six Nations Council computers may be subject to public disclosure.
- 9.6 Further, Six Nations Council reserves the right to access e-mails and files on Six Nations Council computers when needed for work-related purposes.
- 9.7 Six Nations Council may temporarily suspend or block access to an account prior to the initiation or completion of such procedures, when it reasonably appears necessary to do so in order to protect the integrity, security, or functionality of Six Nations Council computing resources or to protect Six Nations Council from liability.
- 9.8 Six Nations Council may also refer suspected violations of applicable law to appropriate law enforcement agencies.

10. AUTHORIZATION

- 10.1 Six Nations Elected Council reserves the right to establish procedures and regulations, from time to time, under the authority of this policy. Such procedures and regulations shall only clarify and further the objects of this policy.
- 10.2 This policy was approved by Six Nations Elected Council at the General Council meeting held on September 7, 2010 by resolution No. GC#699/09/07/2010 to be effective on December 7, 2010.
- 10.3 This policy replaces the Six Nations' Council Electronic Equipment Use Policy approved by SNCR No. ICPL#50/27/10/2008.