



<b>Policy Code – Version: H11 – V1</b>	
<b>Policy Name: Use of Computers, Email and Internet</b>	
<b>Approved</b> by motion of Board on	27/06/2011
<b>Cross Reference</b>	
<b>Related Forms</b>	

### **Policy Statement**

1. The Ottawa Student Transportation Authority (OSTA) shall provide employees with access to computers to facilitate the provision of services to our stakeholders.
2. OSTA expects all employees to use its email system for official business and reserves the right to access, use, and disclose all messages sent for any purpose (business or personal). OSTA may inspect the contents of messages disclosed by monitoring or any follow up investigation, if it serves an organizational or legal purpose.
3. Violations of this policy shall be considered grounds for disciplinary action up to and including immediate dismissal. Examples include: pry in other people's messages or files; send harassing, discriminatory, or pornographic messages; leak confidential information.
4. Data on the internet can present risks to OSTA such as viruses, breaches of copyright, and reliance on outdated or inaccurate information.
5. All data stored on and all messages sent over OSTA's internal networks and computers are OSTA records. Management reserves the right to, at any time and without prior notice, examine and analyze email, personal file directories, internet access logs, and any other information stored on OSTA computers or devices connected to them. Employees should have no expectation of privacy associated with the information they store on or send through these systems, whether encrypted or not. OSTA maintains the authority to review internet usage logs, to act upon inappropriate usage of OSTA computer and network assets, and restrict access to resources at various times.