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## **EMAIL & INTERNET USAGE POLICY**

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All revisions are noted with **BOLD** text.

**Revised November 20, 2014**

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### **1. OVERVIEW**

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- 1.1 Ontario Hockey Federation's Internet users are expected to be familiar with and to comply with this policy, and are also required to use their common sense and exercise their good judgment while using Internet services.

### **2. REMOVAL OF PRIVILEGES**

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- 2.1 Internet access, email accounts and computer usage will be discontinued upon the last day of employment, completion of contract, end of service of non-employee, or disciplinary action arising from violation of the policy.

### **3. OWNERSHIP AND RESPONSIBILITY**

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- 3.1 Ontario Hockey Federation owns all email accounts and access to all local Internet Services.

### **4. EQUIPMENT AND SOFTWARE**

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- 4.1 Ontario Hockey Federation owns all computers and software at the Ontario Hockey Federation office.

- 4.2 The equipment, services and technology used to access the Internet are the property of Ontario Hockey Federation.
- 4.3 Ontario Hockey Federation reserves the right to monitor Internet traffic and monitor and access data that is composed, sent or received through its online connections.

## **5. SOFTWARE LICENSE**

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- 5.1 Ontario Hockey Federation strongly supports strict adherence to software vendors' license agreements.
- 5.2 When at work, or when company computing or networking resources are employed, copying of software in a manner inconsistent with the vendor's license is strictly prohibited.
- 5.3 Questions regarding lawful versus unlawful copying should be referred to the Operations Director for review.
- 5.4 Any software, printers, or storage locations must be approved by the system administrator/Senior Management before being installed/supported. Should non-standard, non-approved software or hardware be found on any given computer, it will be removed at the discretion of the system administrator/Senior Management. Freeware, shareware, pirated software, or any application of this nature found on any individual's computer will be terminated immediately.

## **6. PERSONAL USE OF EMAIL/INTERNET**

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- 6.1 Incidental personal use of email and/or the Internet is acceptable provided that it conforms to standards of decency.
- 6.2 It is not acceptable, under any circumstances, for employees and Board of Directors to access or distribute pornographic material, racial or sexual jokes or other offensive material or distribute those offensive materials within Ontario Hockey Federation or to/from Ontario Hockey Federation to/from outside locations (personal email accounts such as Gmail, Hotmail, Yahoo, etc.).
- 6.3 Ontario Hockey Federation is not responsible for any loss of information or any consequential loss of personal property.

## **7. EMAIL CONFIDENTIALITY**

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- 7.1 Employees and Board of Directors should be aware that clear text email is not a confidential means of communication.
- 7.2 Employees and Board of Directors should be aware that electronic communications can, depending on the technology, be forwarded, intercepted, printed, and stored by others.
- 7.3 Individuals should also be aware that once an email is transmitted, it may be altered.
- 7.4 Deleting an email from an individual workstation will not eliminate it from the various systems across which it has been transmitted.