



**DEPARTMENT OF COMMUNITY AND
GOVERNMENT SERVICES (CGS)**

ACCEPTABLE EMAIL & INTERNET USAGE POLICY

POLICY STATEMENT

The purpose of this Policy is to establish the rules of acceptable use of Government of Nunavut networks and Internet services including E-mail, web-browsing, remote access, file transfer, program or equipment installation, password protection, and instant messaging.

E-mail and Internet use in Canada is governed by federal statute. The use of these services to transmit material that violates any applicable law, regulation, or the Government's Rules of Use is strictly prohibited.

PRINCIPLES

- The GN is committed to Inuit Qaujimajatuqangit principles of Piliriqatigiinni/ikajuqtigiinni (working together for a common cause) and Pilimmaksarniq/Pijariuqsarniq (development of skills through practice, effort and action).
- In accordance with Pinasuaqtavut values, self-reliance will be supported by supporting the integrity of the GNs networks and Internet services to ensure that government operates in a secure environment.
- In accordance with Pinasuaqtavut values, this policy will be fair, understandable, easy to understand and encourage staff participation and create accountability that should be supported and encouraged.
- The Government of Nunavut provides network services, including e-mail and Internet access for business purposes. The services shall be used in a manner which protects system resources and the information stored therein, and which is consistent with the provision of ethical, courteous and professional service to the Citizens of Nunavut.
- The integrity of Government networks and system resources is critical to the provision of that public service and accordingly the Government automatically monitors their performance and reliability.
- The Government of Nunavut has a statutory obligation to protect personal information by making reasonable security arrangements against unauthorized access, collection, use, disclosure or disposal of information and records under its control.



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- Users should be aware that authorized requests under the Access to Information and Protection of Privacy Act, the Criminal Code of Canada, or during the Government's maintenance and system administration routines required to ensure reliability, traffic flow, and to exercise due diligence against liability for misuse, may require the disclosure of the contents of any document or email, personal or otherwise, to appropriate authorities.
- All messages generated on or handled by the Government's E-mail systems, including back-up copies, are considered to be the property of the Government, not the property of the user.
- Some non-business use of these services is provided for in article 14 of the Collective Agreement. That use is also subject to this Policy.

SCOPE

This Policy applies to all users of Government systems and it is intended that it meet the requirements of Article 14 of the Collective Agreement between the Government of Nunavut and the Nunavut Employees Union.

DEFINITIONS

Authority, Authorized and Unauthorized

Refer to the permission granted by the Government's Chief Information Officer, the Director Informatics Planning and Services, Department of Community and Government Services.

AUTHORITY AND ACCOUNTABILITY

1. The Minister

The Minister of CGS is accountable to Cabinet for the implementation of this policy.

2. Deputy Minister

The Deputy Minister of CGS:

- (a) is responsible for the administration of all provisions pursuant to this policy;



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- (b) may through a letter of instruction, delegate authority to the Director of Informatics Services as seen appropriate by the Deputy Minister.

Deputy Ministers of each department have a general responsibility to ensure that their staff are aware of and are required to adhere to this Policy.

PROVISIONS

Security A user of the service shall not:

- break, or attempt to break, the security of any Government computer, system, software, or network;
- share or reveal anyone's password or access credentials, including one's own, or attempt to access any account or data without the right to do so;
- download from the Internet, or upload from any other medium, any software program, batch file, or other executable code, or connect any equipment to a Government network, without authorization from the Government's Informatics Planning and Services Division;
- engage in any activity that intentionally restricts, disrupts or degrades the Government's ability to deliver a service, including, but not limited to, the transfer of such large amounts of material as to deliberately inhibit the performance of a service;
- knowingly post, transmit or otherwise distribute a virus, bug, malicious code, "trojan horse", "worm" or other harmful or disruptive data;
- engage in an activity which does or may serve to violate generally accepted standards of Internet conduct and usage, including but not limited to the use of insulting language known as 'flaming'; denial of service attacks; web page defacement; port and network scanning; and any unauthorized system penetrations;



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Content A user of the service shall not:

- post, transmit or otherwise distribute material which is unlawful, harassing, libelous, defamatory, profane, abusive, threatening, harmful, vulgar, obscene, sexually suggestive, hateful, invasive of another's privacy, or otherwise objectionable;
- distribute or provide access to data or information which is protected by copyright or other intellectual property rights, without attribution to the rights holder(s);
- post, transmit or otherwise distribute messages constituting "spam" including unsolicited non work-related e-mail messages, inappropriate postings to news groups, false commercial messages, junk mail and chain mail;
- deliberately access inappropriate Internet sites including those that contain sexually explicit or pornographic material, gambling activities, or materials which could be considered harassing, degrading, or discriminatory by others;
- provide access to confidential information belonging to the Government of Nunavut without appropriate authorization, or provide access to personal information, as those words are defined in the Access to Information and Privacy Act, except in accordance with proper authorization under that legislation;
- engage in any activity which, regardless of the purpose, constitutes appropriation of another person's identity;
- indicate affiliation with the Government of Nunavut without appropriate authorization;

Records A user of the service shall not:

- delete or otherwise deny access to Government records, including e-mail messages, or otherwise fail to apply to electronic records the same Record Management Policies that apply to all Government Records, including provisions for storage, retention and eventual destruction;



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Program Partners

- Non-Government agencies, Crown Corporations and other outside program partners sometimes need to distribute their program information to affected GN employees. Such messages remain subject to the same rules that affect all system use, with the additional requirement that they shall be pre-approved by the Deputy Minister responsible for relations with that Program Partner.
- For example, in order to give effect to Articles 9.05 and 14 of the Collective Agreement with the NEU, messages may be broadcast specifically to Union members referring them to information posted on the NEU Internet Web site. In such cases, the Union shall submit its request to the Deputy Minister of Human Resources and provide the exact Internet address (called an 'URL') where the information is available.
- Upon approval, the Deputy Minister of Government Services will authorize posting an advisory notice to Union members informing them new information is available from the NEU Web site.

FINANCIAL RESOURCES

There are no direct costs associated to the implementation of this policy.

PREROGATIVE OF CABINET

Nothing in this policy shall in any way be construed to limit the prerogative of Cabinet to make decisions or take action respecting E-Mail and internet services acceptable use policy.

SUNSET CLAUSE

This policy shall be in effect from the date of the signature until October 31, 2010.

Paul Okalik, Premier