

Policy 6005: Responsible Use of College Digital Communication Tools

A. PURPOSE

This policy elaborates the guidelines to be followed to ensure proper and responsible conduct in the use of digital communications in adherence with the laws and policies that govern intellectual freedom, use of intellectual property, harassment and privacy.

B. SCOPE / LIMITS

This policy applies to all employees.

Digital communication tools at Selkirk College refer to but are not limited to collaboration and communication tools such as email, distribution lists, Microsoft Teams, zoom chat, Moodle, Office 365, zoom video calls, and network shared files and folders.

C. PRINCIPLES

Selkirk College makes digital communication tools available to its employees to facilitate communication across the College. Employees are expected to use these resources responsibly and respectfully and in line with the College's values of community, access, respect, and excellence.

Each individual is responsible for their action in the communication, its intended purpose and wording used by the sender, and how the communication is received by the receiver.

D. GUIDELINES

Employee specifically:

1. Must not use digital communication tools to create, store or send obscene, hateful or harassing messages and material (refer to Policy 6010: Human Rights, Harassment and Discrimination for details as to what constitutes harassment).
2. Must not use their accounts to solicit or influence for commercial ventures, unless related to Selkirk College core business, religious or political causes, outside organizations or other non-job-related solicitations.
3. Must respect the rights of others when communicating.
4. Are expected to use common sense and observe basic rules of civility and conduct-themselves professionally.
5. Must use distribution lists with discretion to communicate with staff. Distribution list is defined as employee group lists that reside in the Microsoft Outlook system and must be used for correspondences involving the participants of the committee or group.

If an employee considers an all-employee email essential, a formal request must be made ahead of sending to the supervisor and communications staff at communications@selkirk.ca with a copy. Notwithstanding this restriction, the President, or the leadership team may send an all-employee email at any time where timeliness, or importance, are paramount. Please note proper email etiquette when using a 'reply all' and should only be used if the reply impacts ALL the people in the thread.

Policies and Procedures

6. May make judicious use of campus-specific distribution remembering that some employees see such public discourse as an unwanted intrusion and the preferred method of communication remains through communications@selkirk.ca. This includes committees and their distribution lists inside and outside of the College.
7. Must ensure external and internal committees and their distribution list are abiding by the principles of this policy.
8. Occasional and incidental use of e-mail, voice mail, and Internet access for personal purposes is acceptable, provided that these uses, in the opinion of the College, do not:
 - Interfere with institutional business (i.e., teaching, learning, research and administration);
 - Detract from an employee's availability to carry out his or her assigned responsibilities;
 - Damage the College's reputation; and
 - Compromise the integrity and efficiency of the institution's information technology facilities, services and security.
 - Compromise security nor breach privacy

B. RESPONSIBILITIES

1. Employees are responsible for mailbox and file management that adheres to applicable laws, privacy legislation, policy, secure protocols, and is respectful of server size. Large data files should be stored in the shared network location, and regularly purged from email inboxes.
2. Employees are expected to use caution when communicating sensitive information. Any suspected breach in security when sending or receiving sensitive information should be reported immediately to a supervisor, or in their absence, directly to IT.
3. The College will at time of resignation, retirement or exit will align with Human Resources off boarding protocols as it relates to employee email.
4. When the terms of employment end for any individual, whether resignation, retirement or termination the College is responsible for decommissioning that employee's access to email, shared files and accounts. The College is under no obligation to store or forward the contents of an employee's inbox or outbox, or shared folders after the term of their employment has ceased.
5. Both the College and Employees are responsible for adhering to third party licensing requirements. This includes installing required updates, and respecting that our licensing agreement are reflective of our status as an education institution.
6. The College is responsible for applying this policy and ensuring compliance in regards to proper procedures for proper purchase and usage of technology.
7. The College will follow FIPPA "Freedom of Information and Protection of Privacy Act" process when there are request of the privacy office.

C. LEGAL PROCEDURES

Employees should be aware that information sent via the electronic mail system may be used in legal proceedings. Email messages are considered written communications and are potentially the subject of subpoena in litigation. Selkirk College may inspect the contents of electronic mail messages in the course of an investigation, will respond to the legal process and will fulfill any legal obligations to third parties. All messages whether they are deleted from an individual's email or not, are retained on the server for an indefinite period of time.

D. OTHER RELEVANT POLICIES

6000: Employee Code of Conduct and Conflict of Interest

6010: Human Rights, Harassment and Discrimination

6550: Protection of Privacy

6555: Management of Privacy Breach

2505: Social Media

8800: Copyrights and Licenses

Executive Responsibility: Vice President College Services & CFO

Administrative Responsibility: Executive Director of Human Resources

Recommended by Policy Review Committee: 2021-10-21

Recommended/Approved by Education Council: N/A

Approved by President: 2021-10-28

Linkage to Board Policy: EL90, EL130, E30