

## **Makkovik Inuit Community Government**

### **Computer Policy**

The rules below help control the cost of providing a computer to the various departments of the Makkovik Inuit Community Government. It will allow management to know when a computer is in need of maintenance and repairs.

This policy refers to those employees who are approved to use work computers. Problems caused by employees ignoring these policies cost money, and that comes out of the computer budget, which will mean that upgrades to faster and better equipment are less likely to happen. Violations of these rules may result in disciplinary action.

The system administrator should be contacted when problems occur with your computer. If there is no system administrator available the Chief Administrative Officer must be contacted.

Computers provided in each office are for work. They are intended for no other purpose.

Absolutely no installation of software or changes in system settings will be tolerated for any use. This includes, but is not limited to: screensavers, games, utility programs, and all other products, especially free products that require installation.

Computers are only intended for approved employees such as department heads, acting department heads, officers, clerks, assistants, and on occasion office students. These employees require the use of a computer for email or to complete an assigned task or duty.

If you need additional software installed that is already available on other workstations in the office, ask your system administrator if the software can be added to your workstation. If you need software that is not already in the office, but for which you already have the software license and CD, ask your system administrator to approve the license and install the software.

Do not use your work email address for personal use.

Do not change system security settings to allow online games or any other online system to run. If necessary for a business purpose, ask your system administrator. The computers were set up as they are for good reasons. If you make a change, it can and will be wiped out arbitrarily by the system administrator during normal maintenance; don't expect anyone to inventory your changes to the system, or maintain them, or to back up data from unapproved software.

Do not open attachments to email that you did not specifically request from a known business contact.

Beware of conspicuous websites. Pay attention to prompts and common misspellings when visiting websites. Popular web sites have been set up by deceitful companies trying to get business, mostly for advertising, and these sites will attempt to install software on your workstation. Do not allow the installation to proceed.

Passwords and logins for programs must not be available to visitors at your desk. That means no sticky notes on your monitor listing user names, no scribbles on the desk pad or bulletin board, and no handy list in your top desk drawer. Passwords must be kept secure. Unauthorized use of passwords will result in accounts being turned off.

Read your screen before calling for help. Most software messages have a help button. Click on it, and read about what you're doing before deciding that you're unable to cope with an error message.

Store data and files where you've been shown it belongs. Any new data must be properly backed up on a schedule.