

MATACHEWAN FIRST NATION

ACCEPTABLE USE OF INTERNET, SOCIAL MEDIA AND E-MAIL TECHNOLOGY POLICY

(herein called the "Policy")

Accepted and ratified in its present format by the Chief and Council at a duly constituted meeting held on this 11th day of July, 2023.

1. Definitions

"Band Members" are individuals listed on the Band list or entitled to be listed on the Band list of Matachewan First Nation ("MFN").

"MFN Employees" or "Employees" includes each member of Chief and Council and all staff under direct contracting, payroll or volunteer status with MFN.

"Social Media" includes Facebook and Twitter, and other on-line media intended to communicate with other persons.

2. Purpose of Policy

MFN provides computer equipment, Internet access and e-mail addresses to each Employee whose job requires it. MFN wishes to ensure that its Employees use the Internet and e-mail in a way that does not damage the property, reputation or interests of MFN, and that does not compromise Employee productivity by Employee use of the Internet and e-mail for personal purposes. The purpose of this Policy is to clearly outline Employee expectations with respect to the use of Internet, Social Media and e-mail.

3. Expectations Regarding Internet, Social Media and Email

The following Policy will apply to all MFN Employees, to be used during the delivery of programs and services:

3.1. Oath of Confidentiality

All current MFN Employees and any new Employees must read this Policy and are required to sign, in duplicate, an Oath of Confidentiality, attached hereto as Schedule "A".

3.2 Internet and E-mail for Personal Use at Work

MFN recognizes that Employees will use the Internet and e-mail (including instant messaging) for personal purposes on occasion. However, the use of e-mail and Internet for personal purposes should be confined to breaks, or before and after an Employee's regular working hours, except in the case of emergencies. All use of the Internet and e-mail (including instant messaging), no matter when used, shall be subject to this Policy.

At all times, it is preferable for Employees to use MFN e-mail for work-related purposes, and to have an alternate personal e-mail account for personal uses.

Employees must not use MFN Internet or e-mail addresses for illegal activity, to hack into other computers, to conduct their own businesses, to harass persons, to post racist, sexist, homophobic or other discriminatory content, to disparage co-workers or MFN Band Members, or other like activity.

Employees must not use their MFN e-mail addresses to subscribe or sign up for non-work-related Social Media networking sites, RSS feeds, bulletin boards, listservs, Internet stores such as eBay or Amazon, or to register for other like sites.

When using MFN e-mail addresses, Employees are expected to ensure that e-mails sent by them are at all times courteous and professional.

All MFN Employees who use Social Media must ensure that their on-line conduct and postings adhere to all MFN policies, including this Policy, MFN Code of Conduct, MFN Workplace and Harassment Policy, MFN Human Resource Policy and Procedures Manual, and MFN Employee Confidentiality Policy.

Excessive use of MFN equipment for personal reasons shall be cause for discipline, up to and including termination.

3.3 Blocking of Internet Sites and Applications

MFN reserves the right to block certain Internet sites or computer applications, or to remove Internet or e-mail access entirely, from use by any or all MFN Employees.

3.4 Monitoring Employees

Should concerns about Employee productivity or violations of this Policy arise, MFN may monitor an Employee's use of the Internet and e-mail, including reviewing e-mail messages and history, monitoring webpage history and files downloaded, and examining the contents of an Employee's hard drive.

3.5 Use of Internet, Social Media and Email for Pornographic or Discriminatory Content

Internet and e-mail must not be used to view, distribute, download, forward or otherwise disseminate, whether externally or internally to MFN Employees, any messages or images that are sexual or pornographic, racist, sexist, homophobic, or otherwise in violation of the principles outlined in the MFN Human Resource Policy and Procedures Manual and the *Canadian Human Rights Act*.

Employees must not use the Internet or e-mail to send threatening or harassing messages or images either externally or internally to MFN Employees.

3.6 Downloading Software Programs, Applications and Files

Software programs take up valuable space in computer hard drives and on MFN servers, as well as create risks of viruses. Employees must not download non-work-related software programs, applications, or any other files to their computers, including downloading music and pictures to the hard drives of MFN computers. This includes the use of MSN messenger or other instant-messaging software or programs.

Before downloading any software program to MFN computers for work-related purposes (e.g. Adobe Reader), MFN Employees should seek permission from their supervisor.

Programs that have been downloaded prior to the implementation of this Policy should be promptly deleted from Employee hard drives.

3.7 Internet Use and Social Media Networking Sites

Employees must remember that their activity on Social Media networking sites, or on their personal blogs or websites, may be seen by members of the public, Band Members, and their supervisors. MFN may monitor Employees' online activities and postings for unacceptable postings.

In order to avoid damage to the reputation of MFN, Employees must not identify themselves as MFN Employees when joining or posting messages or images or information on Social Media networking sites (e.g. Facebook), instant messaging programs, blogs, bulletin boards or listservs and other like sites unless the use is specifically authorized by an Employee's supervisor.

Only Employees authorized by Chief and Council may make statements on behalf of Chief and Council.

MFN Employees are required to conduct themselves professionally when engaging on Social Media networking sites (e.g. Facebook), or on their personal websites or blogs. Regardless of whether such activities occur outside of working hours, it may negatively reflect on MFN.

Examples of unprofessional conduct include:

- Use of racist, sexist, homophobic or other discriminatory language;
- Online harassment of other individuals, especially Band Members;
- Language which criticizes Chief or Council or other MFN Employees, or MFN's policies or administration;
- Posting or otherwise sharing private or confidential information obtained during providing services to MFN (as detailed in the MFN Employee Confidentiality Policy); and
- Postings about external agencies (funders or program partners) with whom MFN has dealings which may harm MFN.

3.8 Storing and Deletion of E-mails


E-mail messages are saved on the server and can take up large amounts of space. Employees are expected to file work-related e-mails appropriately and to delete non-work-related e-mails promptly.

4. Violation of Acceptable Use Policy

This Policy and adherence to it are terms and conditions of employment for all MFN Employees. Failure to abide by this Policy may result in discipline, up to and including termination.




Chief



Councillor

Councillor



Councillor

Councillor



Councillor

Councillor



Councillor

Councillor

SCHEDULE "A"
Acknowledgement of Policy

I, _____, as an employee of Matachewan First Nation, have read, understood and have received a copy of the Matachewan First Nation Acceptable Use of Internet, Social Media and E-mail Technology Policy.

I agree to abide by the terms of this policy and understand that breach of this policy may result in my termination as an employee.

I understand that should the content be changed in any way, MFN may require an additional signature from me to acknowledge that I am aware of and understand any new changes.

I understand that my signature below indicates that I have read and understand the above statements.

Dated this _____ day of _____, 2023

Name

Witness

