



PURPOSE

The Technology Use Policy outlines the acceptable use of NWT Seniors' Society technology equipment such as computers and/or MiFi¹ that have been loaned to NWT Seniors' Society [hereinafter referred to as 'the Society'] Board members or employees of the Society. Assets that are the property of 'the Society' are intended for board business purposes, not personal use, in support of the activities of the organization.

Access to any technology equipment by the board members or employees are intended to enhance connectivity, communication and productivity.

SCOPE

To operate a nonprofit efficiently, employees and board members use technology in everyday business tasks. All users who have received the loan of a computer from the Society are responsible for using the technology and systems in an ethical, responsible and lawful manner. This policy applies to all technology² that is owned and loaned to board members and employees by the Society.

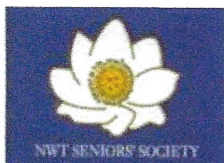
All board members, as volunteers, and employee(s) of 'the Society' are required to sign an agreement to this policy.

PRINCIPLES

1. All technology is to be respectfully handled and appropriately safeguarded against theft, damage, and unauthorized use.
2. Board members and employee(s) are expected to exercise good judgement regarding appropriate use of information, e-mail and the Internet and understand that access to this media is a privilege, not a right. Board members and employee(s) must realize they represent the NWT Seniors' Society.
3. When using e-mail communications and social media, users must act prudently when opening attachments, clicking any links, and responding to messages.
 - a. Users should avoid clicking on any suspicious links or email attachments. Any offensive or suspicious email must not be forwarded, deleted, or replied to. Instead, it should be reported to the Executive Director; the link should be blocked and deleted.
4. Board members understand that if the computer is used for non-board business, there is no expectations of privacy to any data, information, or files that are created or stored on the Society's computer.
5. The Executive Director may need to access the files on the computers being used by the board members as necessary or on an as and when basis.
6. All technology e.g., computers and/or MiFi routers must be returned immediately to the Society (Executive Director or designate) when board members appointment expires, the board member

¹ MiFi is a brand of wireless router that acts as a mobile Wi-Fi hotspot device, that typically works over a cellular connection, using network data to get a Wi-Fi connection for laptops, tablets, and other devices. Retrieved from: <https://www.highspeedinternet.com/resources/what-is-mifi#:~:text=A%20MiFi%20device%20is%20a,Novatel%20in%20the%20late%202000s>.

² Technology loaned by the Society can include, but not be limited to, a cell phone, computer, MiFi, monitor and printer.



resigns from the board, or they have been requested to do so by the Board President or Executive Director.

POLICY

A. *Guidelines for Technology Use*

I. Computer Use

- Board members and employee(s) of 'the Society' have been given access to computers in their role as a board member or to do their job efficiently and effectively. Any activity outside of this scope is prohibited.
- While occasional use of email for personal reasons is permitted, board members and employee(s) are encouraged to obtain, or maintain and use personal email accounts for personal use. Personal use is discouraged.
- Board members and employee(s) will participate in training on the system being used by 'the Society' and will be directed as to where to get assistance if needed.
- Employee(s) are responsible for keeping backups of work-related files on a local hard drive in case of any type of technology failure.
- Technology may not be used to access any material that may be seen as offensive to others.

II. Downloads and Systems Setting

- All email, voice mail, documents, images, or other electronic information stored on NWT Seniors' Society equipment is the property of 'the Society'. The Executive Director may, at any time, access emails, voice mails or other electronic information stored on 'the Societies' equipment for documentation purposes.
- Audio, video, and picture files take up a large amount of space and will not be allowed to be downloaded unless they are related to the business of 'the Society'.
- Unauthorized downloading of programs from the internet is prohibited.
- Unauthorized installation of software is prohibited. If additional software is required, the Executive Director will confirm and install what is required.

III. Use of Emails

- Email access is provided to facilitate Society business communications; to be utilized to provide timely and courteous service to both board members of 'the Society' and others.
- Emails are not secure or private. Emails sent can be viewed by people other than those you meant to send it to.
- Do not use 'the Societies' email when subscribing to personal mailing lists.
- Emails with attachments from unknown senders should be deleted without opening.
- It is important to use a filing system for organizing emails.
- Delete inactive emails from the inbox after sixty days. If the information is still needed, these inactive emails can be stored in personal folders on the hard drive.



IV. Improper Use of Technology

- NWT Seniors' Society technology (e.g., computers) may not be used to access or download material that may be seen as insulting, disruptive, or offensive, including any message or graphic that may be construed to be disparaging of others based on their race, colour, ancestry, nationality, ethnic origin, place of origin, creed, religion, age, disability, sex, sexual orientation, gender identity, marital status, family status or other characteristics protected under the NWT Human Rights Act.
- Examples of inappropriate uses of technology may include, but not be limited to:
 - Any use promoting disrespect for an individual, discrimination, or constituting a personal attack.
 - Sending messages and/or attachments that contain racist, sexist or sexually explicit items or content.al email messages and storing them on the Societies computer (chain letters, junk mail, advertisements, personal photos, music).
 - Any use that involves corruptions or destruction of data, including knowingly launching a virus, worm, or other malicious software.
 - Divulging, sharing or compromising passwords or allowing the use of equipment by others is not permitted.

V. Security

- All board members and employee(s) of 'the Society' have the responsibility to keep the organization's technology secure, to protect any sensitive information and the integrity of any assets belonging to 'the Society'.
- All computers will have antivirus software installed, that should be kept current.
 - Any downloads will be carried out with caution by the Executive Director. See #A.II, 3rd bullet.
- All computers will be password protected.
 - Computer passwords are confidential to the person to whom it is assigned and to the Executive Director, NWT Seniors' Society. A record of all passwords will be kept in a secure location.

VI. Privacy

- Technology systems are exclusively the property of 'the Society'.
- Personal information should not be kept on 'the Societies' computer.
- Information stored on electronic and computer devices owned by 'the Society' is the property of the NWT Seniors' Society. All information must be protected, and it is the responsibility of the user to report the theft, loss or unauthorized disclosure of 'the Societies' information.

VII. Repairs and Maintenance

- When repairs are required on any technology owned by 'the Society, the board member should identify the problem and immediately inform the Executive Director. The Executive Director will work with the board member to resolve the issue.



B. Policy Rule Enforcement

- Board members and employees of 'the Society' must inform the Executive Director of any computer damage, virus, data loss, or equipment failure. The Executive Director will work with the board member to resolve the issue.

C. Policy Violation

- Failure to abide by any of the above guidelines and policies could result in loss of access to a computer or removal from the Board by the President of the NWT Seniors' Society.

D. Departing Board Members

- All technology equipment 'loaned' to a board member or employee(s) will be returned at the last board meeting of the member's term.
- The Executive Director will remove access to accounts and data by the board member, to include removing all excess data in preparation for use by the next user.

Please acknowledge that you have read and accept the technology use practices, enforcements, and guidelines described in this policy by signing below.

Employee / Volunteer Signature

Date Signed

Authorized Signature: 	Effective Date: Passed by Board resolution, February 11, 2025 Cancels & Supersedes: N/A Date of Last Review: N/A Date of Next Review: Winter 2029
---	--