

ACCEPTABLE/INCIDENTAL USES

Acceptable uses of the computer system include but are not limited to the following:

1. Work-Related Purposes

- 1.1 Unless specifically directed otherwise, an employee may use the computer system if required to perform any portion of work duties assigned to the employee.
- 1.2 All work related use must be in accordance with the terms of this policy.

2. Incidental Purposes

- 2.1 Employees may also use the computer system for reasonable private purposes such as sending and receiving personal messages as long as such usage is consistent with this policy.
- 2.2 Employees shall comply with the following rules in any incidental use of GSSD IT infrastructure:
 - 2.2.1 incidental use must not impede the employee's work or the work of others, or affect an employee's ability to work;
 - 2.2.2 the personal use is moderate in time;
 - 2.2.3 the personal use does not incur significant cost for the division;
 - 2.2.4 employees shall at all times exercise good judgment in the incidental use of division resources;
 - 2.2.5 employees shall restrict personal communications during office hours to pressing matters only, and such communications must be brief; and,
 - 2.2.6 employees may not use their GSSD email address to post personal opinions that are strictly their own opinions and not necessarily those of GSSD.