

Access and Administration

A. Computer Access

Purpose:

The following policies shall define access and limitations for office equipment and offices.

Policy:

- All computers and equipment belonging to the Students' Association shall be used for the conduct of Students' Association business.
- The Students' Association will abide by university protocols, and abuse, usage of, or downloading of pornography or profanity will not be tolerated.
- Users shall not download materials that may be harmful to the computers, and should not download material that is not necessary to the function of job duties. Users must remember that these are not personal computers.
- Access by others shall be at the discretion of the Executive Director and/or Executive.

B. Photocopier

Policy:

- A convenience copier is located near the Students' Association offices. This copier is to be used for less than 25 copies. All other jobs greater than 25 copies shall be done at the Printshop.
- All users shall ensure that their user ID is kept in a safe place, and that it is not given out to others.
- The photocopier is to be used for Students' Association business only. Any personal photocopying shall be subject to a charge of .10 cents per page.

C. Telephone

Policy:

- The use of telephones in the SA Offices shall be limited to Students' Association business only.
- Users who make personal long distance calls shall be subject to applicable long distance charges.
- All users who send and receive personal faxes shall pay applicable fax rates.

Access and Administration

D. Office Keys

Policy:

- The following people shall be issued keys to conduct Students' Association business:
 - Executive Committee and Executive Director - master keys
 - Dag Editors – Forum Entrance, L1-002 (office door)
- All holders are responsible for the keys that have been issued to them, and all keys shall be turned into the Executive Director at the completion of the term/position.

E. Computer Software

Policy:

- Software programs that are necessary or beneficial to the smooth function of the Students' Association shall be purchased upon the recommendation of the Executive Director and within proper budget allowances.
- The Students' Association will strive to keep software current.