Newfoundland Labrador

Office of the Chief Information Officer

FYI

Acceptable Use of the Government Network and/or IT Assets - What You Should Know

Overview

In support of its mandate, the Office of the Chief Information Officer (OCIO) is responsible for the protection, security and management of the 'Government Network' and government information technology (IT) assets.

It is critical that the Network and government IT assets are protected from unauthorized or inappropriate access or use. Inappropriate access or use of the Network and/or government IT assets, either knowingly or unknowingly, exposes the Employer to risks that may compromise the protection, security and performance of its information, IT systems and services.

To reduce the risk of inappropriate access or use of the Network and/or government IT assets, the OCIO has released the Acceptable Use of the Government Network and/or IT Assets Directive.

For more information, contact OCIOInfoProtection@gov.nl.ca.

Best Practices

The OCIO can issue directives, standards and guidelines across Government under the authority of the Information Management and Protection Policy.

The purpose of this Directive is to reduce the risk of inappropriate access or use of the Network and/or government IT assets by informing and educating end users of:

- Appropriate and acceptable end user behavior when using the Network and/or government IT assets, including the end user's role in protecting and securing the Network and these assets; and

- OCIO's authority to undertake specific actions where required to securely manage and protect the Network and its IT assets, including the right to monitor the Network and its activity, as well as access government IT assets.

This Directive was developed after extensive consultation with the Department of Justice and the Treasury Board Secretariat (TBS); it aligns with TBS's Equipment Resource Usage Policy and addresses potential privacy concerns related to the monitoring of network activity.

This Directive applies to all Government departments and public bodies supported by the OCIO; it is mandatory to follow. Employees, in this context, applies to all staff, contractors, consultants, partners, students, temporary workers, volunteers, vendors, agents, third parties and other persons entrusted to access or use the Network and/or government IT assets.

This Directive applies to IT assets owned by Government or devices approved for use on the Network.

The OCIO will continue to promote education and awareness of 'Acceptable Use' by incorporating its key messages into existing training and education channels.

Supporting Materials

Management of Information Act
https://www.assembly.nl.ca/Legislation/sr/statutes/m01-01.htm

Information Management and Protection Policy
https://www.gov.nl.ca/exec/ocio/im/policy-instruments/im-ip-policy/

Acceptable Use of the Government Network and/or Information Technology Assets Directive
https://www.gov.nl.ca/exec/ocio/im/employees/asset-use/

Equipment and Resource Usage Policy
https://www.gov.nl.ca/exec/tbs/working-with-us/equipment-and-resources/

Human Resource Policies
https://www.gov.nl.ca/exec/tbs/working-with-us/alpha-policies/

Version History

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2013-01-31	1.0
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