



ADMINISTRATION POLICY COMMUNICATIONS, GENERAL

EFFECTIVE: November 1980
REVISED: September 2008
RELATED POLICIES: [Board Policies EL-1; Staff Use of College Equipment & Facilities;](#)
[Conflicts of Interest & Workplace Relations](#)

POLICY

In the interests of maximizing communication between staff members, the College will endeavour to provide each staff member with access to telephone, FAX, and postal services, inter-campus mail, e-mail and the Internet.

PROCEDURE

All communication services are the responsibility of the Campus Administrator/Vice-President Finance & Administration and no additions, deletions or changes to existing services can be authorized except through their written approval.

MONITORING ACTIVITY (*FOIPOP legislation would also apply*)

In recognition of the potential for communication networks to infringe on individuals' rights to privacy, NLC strongly asserts the following policy:

No student or staff member at any level of the organization up to and including the president, will covertly monitor any other individual's voice-mail, telephone, mail, facsimile, or e-mail communications, or Internet site visitations.

Any attempt to do so will be treated as an extremely serious matter. Consequences could include dismissal or expulsion.

Exceptions to this will include:

- When the information systems manager must eliminate system difficulties.
- When an individual is first advised that FUTURE communications may be monitored. In this case, the reason will be given and communications prior to the notice **will not** be monitored.
- A court order.

This guideline is not intended to preclude a recipient of a communication from coming forward with a complaint about its content or purpose. Its intent is to prevent covert surveillance of communications.

PRIVATE BUSINESS

College telephones, FAX machines, postal services, inter-campus mail, e-mail and the Internet accounts **may not** be used in the operation of a private business. However, College e-mail accounts and telephones may be used occasionally for personal communications, provided that personal communications during business hours do not infringe on a staff member's work or incur additional cost to the College. **NO** long distance personal telephone costs are to be incurred against the College.

Use of the e-mail accounts outside of working hours is encouraged since it is seen as professional development.