

no longer exists, or when a higher departmental priority is assigned. The user also agrees not to modify the hardware configuration without approval from the Microcentre, and NOT to copy copyrighted software.

It should be noted that the individual who signs for the hardware and software is personally and financially liable for the equipment until it is returned to the Microcentre, or officially signed over to another user by the Microcentre on Form EXT 1114.

The Loan Agreement and Rotationality

Under no circumstances are machines, peripherals, or software to be taken with an individual who moves to a different position, nor may they be passed on to other individuals or organizations without the approval of MISX.

We must insist on this policy, since, as the departmental EDP custodian, MIS is called upon to account for all equipment purchased and for its condition. The posting cycle complicates this requirement well beyond the normal level for a "regular" government department. We appreciate your cooperation in letting us know **BEFOREHAND** that you are being posted, so that we can ensure that your successor is correctly recorded as the new user of the equipment.

FASTFACTS

This Means YOU!

- Do NOT pass hardware or software along to others without notifying the Microcentre and seeking its agreement.

5.3.2 Authorized Use

Departmental Management and/or Security at their discretion and without notice, may monitor, review, audit and control any aspect of access to or use of departmental resources or property, including but not limited to any departmental computer-related resource or property (e.g. any computer equipment, system, terminal, network, program, software, data, documentation or file, including individual employee computer files).

5.3.3 Unauthorized Use

It is against departmental policy for any employee, without express authorization of the employee's supervisor or manager, to access, alter, damage, destroy, or use in any manner, except in connection with assigned work-related responsibilities, any departmental computer-related resource or property, including but not limited to any computer equipment, system, terminal, network, program, software, data, documentation or file, including individual employee computer files.

Copying software for personal use, and all copying of copyrighted software, is illegal and strictly forbidden.