

Any user of a DFAIT network is responsible for ensuring that he or she uses the network for authorized purposes only and in a lawful and acceptable manner. Privileges granted to users of SIGNET 2000+/SIGNET 3, for example, for limited personal use of e-mail and access to the INTERNET, can be revoked if abused. Continued abuse may lead to additional disciplinary or other remedial actions.

Use of the Internet

The Department has issued a set of guidelines to be followed when using the Internet. These are available on the departmental INTRANET site under the *Network Acceptable Use Policy* (NAUP). Personnel interested in knowing more about the NAUP may view the information following this web site address: <http://intranet/policy-e.htm>

You can use the Internet for work-related professional activities and career development during working hours. You can also use the Internet for personal use during your own personal time (breaks, lunch hour, or after work hours). This means you can connect to resources of a personal interest, get information on employee benefits, and search for information sources.

Note: DFAIT monitors Internet traffic and e-mail traffic uses. Any abuse may lead to disciplinary measures.

Tips for Responsible Use of the Internet

Do

- Make sure that your representation of the Department could not be mistaken as departmental policy or opinion.
- Remember that a footprint (a record) is left at each site you visit and this footprint can be traced back to you and used for marketing and billing purposes.
- Remember that the Department monitors Internet traffic and e-mail traffic in an effort to protect its reputation and guard against abuse.
- Respect the laws relating to intellectual property (data, information, images, information and software), including copyright laws. If you aren't sure about such things, call the Info Centre (944-1776).
- Protect the safety and integrity of SIGNET 2000+/SIGNET 3 by checking for viruses on anything you import from the Internet.
- Use only approved commercial software programs for Internet use.
- Know which authorized sources to call for repairs, maintenance, upgrades, etc.