

Peavine Métis Settlement Technology Use Agreement

1. Purpose

The purpose of this agreement is to outline the acceptable and responsible use of technology and electronic resources owned or operated by the Peavine Métis Settlement ("the Organization"). These guidelines are intended to protect the integrity, confidentiality, and availability of information and systems, and to ensure technology is used in a manner consistent with the Organization's mission, values, and legal obligations.

2. Scope

This agreement applies to all employees, contractors, consultants, temporary workers, volunteers, and other users ("Users") who access, use, or manage the Organization's technology resources, including but not limited to:

- Computers, laptops, mobile devices
- Internet and email services
- Software and applications
- Network and cloud services
- Data storage and file systems
- Communication tools (e.g., video conferencing, messaging apps)

3. Acceptable Use

All technology resources must be used in a lawful, ethical, and professional manner. Acceptable use includes:

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- Performing job-related duties and responsibilities
- Communicating with colleagues, clients, and partners
- Accessing and managing work-related data and information
- Participating in approved online training, research, or collaboration

4. Prohibited Use

The following actions are strictly prohibited:

- Accessing, distributing, or storing offensive, discriminatory, or inappropriate content
- Unauthorized access or attempted access to restricted data or systems
- Use of technology for personal financial gain or non-organization business activities
- Downloading or installing unauthorized software or hardware
- Sharing login credentials or passwords
- Intentionally introducing viruses, malware, or other harmful software
- Using Organization systems to harass, threaten, or abuse others

5. Data Security and Confidentiality

Users must:

- Maintain the confidentiality and integrity of sensitive data
- Lock or log off devices when unattended
- Report any suspected security breaches immediately
- Not transfer confidential information to external devices or services without authorization

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- Comply with all relevant privacy, data protection, and recordkeeping regulations

6. Monitoring and Privacy

Users acknowledge that:

- All activity on Organization technology systems may be monitored or logged
- The Organization reserves the right to access, review, and disclose data or communications as needed for legal, security, or operational reasons
- There is no expectation of personal privacy when using Organization-owned devices or accounts

7. Violations and Disciplinary Action

Violations of this agreement may result in:

- Revocation of technology access
- Disciplinary action up to and including termination of employment or affiliation
- Legal action where applicable

8. Acknowledgment and Acceptance

By signing below, you agree to abide by the terms of this Technology Use Agreement and understand the responsibilities associated with using Peavine Métis Settlement's technology resources.

Employee/Contractor Name: _____

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Position/Department: _____

Signature: _____

Date: _____

Authorized Representative (Peavine Métis Settlement)

Name: _____

Position: _____

Signature: _____

Date: _____