

1 DIRECTIVE

- 1.01 Employees are not allowed under any circumstances to overload company networks with excessive data for personal use.
- 1.02 Downloading and storing copyrighted material on company equipment without the express written consent of the copyright owner is forbidden.

2 PURPOSE

- 2.01 The purpose of this Directive is to ensure that:
- Downloading of large data files does not degrade company network response unnecessarily.
 - Planning for increased company network bandwidth is not skewed adversely by unnecessary large download activity.
 - The company is protected against copyright infringement action.

3 SCOPE

- 3.01 This directive applies to all employees.

4 RESPONSIBILITY

- 4.01 All employees are responsible to limit their downloading of large files to those files that are justified by an appropriate business need.
- 4.02 Department managers are responsible to ensure that their employees are advised of and understand the restrictions on downloading.
- 4.03 The Information Technology Service Delivery Organization (IT SDO) is responsible to monitor Internet downloading activity and report any possible violations of company directive.

5 DEFINITIONS

- 5.01 “**Downloading**” means, from the perspective of an Internet user, to request the transmission of a file from another computer and to receive it on the user’s computer. No distinction is made as to how the request is made or the transmission protocol used.

6

RELATED DIRECTIVES

OCIO IT 8.03 – Confidentiality and Privacy

OCIO IT 8.05 – Controls for Viruses, Worms and Malware

OCIO IT 13.01 – System Access and Acceptable Use

OCIO IT 13.05 – Internet Access and Acceptable Use