



Procedures

Policy Name	Electronic Communication Services		
Policy #	804	Category	Information Management
Policy Sponsor	Associate Vice-President, Information Technology Services	Previous Revision Date	October 9, 2007
Policy Approved by	President & CEO	Revision Date	March 9, 2010
Procedures Approved by	CFO & Vice-President, Administrative Services	Review Date	See Policy Review Date or As Required

See the related [POLICY](#).

DEFINITIONS

PROCEDURES

1. Acquisition, development or implementation of new electronic communication services will be subject to SASKPOLYTECH technology approval processes.
2. Information Technology Services must be consulted prior to the acquisition, development or implementation of any new electronic communication service.
3. Information Technology Services will provide an assessment of the proposed service based on the impact and architectural fit of the service within the SASKPOLYTECH technology infrastructure.
4. Guidelines regarding the use of electronic communication tools, including recommended best practices, can be found in the Information Technology Services section of the SASKPOLYTECH portal.