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ASSINIBOINE COMMUNITY COLLEGE	1 of 3	G49
Policies And Procedures	Originator	
	Vice-President, Academic	
Title Acceptable Use of Information Technology (IT) Resources	Effective Date	Replaces
	July 1, 2013	G49 - update only

Purpose:

Assiniboine Community College (ACC) owns and operates a variety of information technology (IT) resources, which are provided for use by ACC students, staff, board of governors and alumni in support of the mission of the college. IT resources are defined as all devices connected to the college network (wired or wirelessly), and all college-owned devices capable of the electronic representation of text, image or sound. IT resources accessed by non-college owned personal devices are also covered by this policy. All staff and students at ACC have access to IT resources if desired, subject to them agreeing to abide by this policy. The students and staff at ACC may use the IT resources to support academic and college business activities. It is not the intent of the college to filter content on intellectual grounds. The college wants staff and students to have the best possible environment for teaching and learning. However, there may be limitations on IT resource use to protect the security and integrity of the IT resources and the staff and students that access them, and to ensure compliance with the law and the policies of the college. For this document, college staff includes all employees; all others associated with the college, such as board members, consultants or contractors; retirees; alumni; volunteers; and visitors that are granted temporary user status by the college. Students include all persons who take courses from ACC or take courses using college computers.

Policy:

Use of computing resources is an important part of working and learning at ACC. IT resources allow individuals to access current information and communicate with others from around the world. It is important, however, that the IT resources are used ethically and lawfully. All resources are intended for shared use within the college and are to be used in a reasonable and responsible manner. All college supplied internet activity can be logged, and can be traced back to a specific user-id. If anyone becomes aware of the misuse of IT resources, they should contact their immediate supervisor, dean or faculty to inform them of the breach of college policy. The following are ACC requirements for accessing IT resources.

1. Users must undertake reasonable efforts to ensure they become aware of and abide by the various policies, procedures and license agreements of the college.

2. Users are expected to use appropriate language at all times in their use of IT resources. Swearing, use of vulgarities and racist, sexist or offensive language is not permitted.

3. Accessing sexually explicit materials, hate literature or files dangerous to the integrity of the college's local area networks is not allowed on college computers. Possession of material deemed child pornography by section 163.1 of the Criminal Code of Canada is a criminal offense. Persons found in contravention of this may be liable for criminal action.

4. Using the college network to harass, intimidate or threaten others, or to distribute menacing or offensive materials, is not permitted. Users must not use the college resources for any illegal activity, including, but not limited to, any activity that contravenes the Criminal Code, intellectual property rights, or human rights legislation. Persons found in possession of, or

distributing, hate propaganda as specified by section 318 of the Criminal Code of Canada, messages or material defined as public incitement of hatred under section 319, or material tending to corrupt morals as cited in section 163, may be committing a criminal offence. Persons found in contravention of the Criminal Code or any other law of Manitoba or Canada may be subject to prosecution and/or civil action. Any activity which involves accessing servers located outside of Canada is prohibited if it involves an activity that would be illegal if the server was located in Canada. Such activities include, but are not limited to, accessing and distributing pornography, hate propaganda, and online gaming sites.

5. Users must refrain from using IT resources in such a way as to disrupt the use of the network by others, e.g. uploading or downloading huge files during prime time, downloading or uploading multiple files at the same time, sending mass email messages or annoying/harassing other users, using the college email system for personal or business mass marketing/promotional purposes. Users should make reasonable efforts to use these resources in such a way that they do not interfere with the study, work or working environment of the other users.

6. IT resources are for users to do tasks related to their work or study at the college. Students wishing to use IT resources for non-course related purposes are expected to give precedence to those requiring them for college-related uses and abide by departmental policies and practices pertaining to study time at the college. Staff should not use IT resources for personal use during the staff person's working hours. Social media are used in some cases to support learning and work at the college. Using social media for purely personal use is discouraged if it takes IT resources away from anyone needed them for study or work.

7. Users must respect copyright, patent and trademark laws and software ownership. Accessing or modifying files without express permission (including altering information, introducing viruses or Trojans, or deleting files) is unethical and may be illegal. Accessing, distributing or storing copyrighted material without the copyright owner's permission is not permitted and may result in the user being subject to prosecution under the Copyright Act and/or a civil action for damages.

8. Users must not attempt to circumvent any security or resource management measures. They must not use college IT resources to gain unauthorized access to other computer systems.

9. Users must not connect unauthorized equipment to the college network. Conversely, users must not move IT resources within the college, or move IT resources out of the college without permission from Computer & Information Services. Users must report non-working IT resources to Computer Help 204.725.8700 ext 6765 as soon as they are discovered.

10. Users must maintain confidentiality regarding personal information such as the personal home address or telephone number of other students or staff. Users must keep their account name, password and personal information private, to prevent misuse by others.

11. Users who are granted permission to publish home pages on the college's web server will be required to sign a form signifying their acceptance of the college's web page acceptable usage policy.

12. Users may not make commercial use of college IT resources without the express permission of the college president.

13. IT resources have finite limitations for storage and bandwidth. Users are reminded that these resources are shared by everyone. Users are encouraged to conserve disk space by deleting unwanted or unnecessary email as soon as possible and by regularly reviewing files stored in their account or under their control, and deleting those considered unnecessary.

14. Users acknowledge that the college will co-operate with law enforcement authorities insofar that it will abide by any subpoena, court order or search warrant compelling it to produce any record or data in its possession or stored on its network which may identify the user and their activities.

15. Users have no expectation of privacy with respect to their use of the college network, as their activity, email, and files can and may be monitored.

16. The college reserves the right, in its sole discretion, to filter content available over its network in accordance with this policy.

Email Communication

ACC may use electronic communication with its students and applicants in lieu of some paper-based processes. This most often includes information communicated by e-mail and via a website.

All new students are assigned an ACC computer account and user ID with e-mail privileges within 36 hours of being registered in a course.

The following are ACC requirements for sending email communication:

1. Electronic communications sent by the college will be deemed received on the next college business day after the day the e-mail was sent, regardless of any error, failure notice, internet service provider problem, virus, e-mail filters or auto-reply related to students' or applicants' e-mail, unless the error or problem originated with ACC.

2. Students and staff are expected to check their e-mail account frequently in order to stay current with college communications. Computer & Information Services must be advised of any problems encountered with e-mail accounts immediately by contacting Computer Help at 204.725.8700 ext 6765.

3. Failure to receive or read in a timely manner college communications sent to their e-mail address does not absolve students and staff from knowing, responding to or complying with the content of that communication.

4. While ACC may require students to use electronic communication, they must nonetheless continue to exercise prudence and common sense in their electronic communications with the college.

5. Email is not guaranteed to be private or secure. Users are responsible for the electronic content they mail, transmit or store and it is their decision to read an email message.

6. The use of file attachments with e-mail communications is discouraged, unless the sender has verified that the attachments will be accessible to and readable by all intended recipients and that they are virus-free. Use of hyperlinks to the college website is encouraged for general information.

7. All users must not use IT resources to propagate mass mailing with the intent of flooding (spamming) other computer systems. Spam in this context means unsolicited and non-work related email.

8. Students must not use the college's email distribution lists. If students feel they have something that needs to be sent to all students, they should talk to staff in the Students' Association, who will decide if it is a necessary use of resources and student time.

9. Electronic communication will be subject to the same policies on information disclosure as other methods of communication, specifically the Freedom of Information and Protection of Privacy Act (http://www.gov.mb.ca/chc/fippa/index.html). The laws of Manitoba will apply to all electronic transactions and communications involving ACC.

Web Pages and College Social Media sites

College Social Media sites

Users of official college social media sites must abide by the terms of this policy.

Web Page Content Requirements

Assiniboine Community College user web pages must have a link back to the Assiniboine Community College Home page.

General Page Information

1. Each staff member or student may have only one web page on the Assiniboine Community College Server(s).

2.   Staff web pages will be left on the server for the duration of employment, student web pages will be purged at the end of their academic program.

3.   Each web page will have a maximum of ten megabytes space on the server.

4.   Users are solely responsible for everything contained in their own web pages. Assiniboine Community College does not verify, endorse or otherwise vouch for the contents of any Personal Home Page.

Users are not to use their pages for the following activities:
1. Using their web pages for commercial purposes, including but not limited to the following:
   - Offering for sale any products or services
   - Soliciting for advertisers or sponsors

2. Displaying a sponsorship banner of any kind, including those that are generated by banner or link exchange services

3. Displaying banners for services that provide cash or cash-equivalent prizes to users in exchange for hyperlinks to their web page

4. Promoting or soliciting for participation in multi-level marketing or pyramid schemes.
5. Conducting raffles or contests that require any type of entry fee

6. Developing restricted or password-only access pages, or hidden pages or images (those not linked to from another accessible page)

7. Using your page (or directory) as storage for remote loading

8. Developing pages that consist of hyperlinks to content not allowed on the Assiniboine Community College Server(s)

In the event that Assiniboine Community College receives a complaint about the contents of a user's web page the college will investigate and use this policy to direct its actions.

Assiniboine Community College will remove any web pages from their servers that violate this policy or are otherwise in violation of the law.

Consequence of Unacceptable Use

Access to IT resources, the internet and email is a privilege, not a right, and inappropriate use may result in the cancellation of these privileges, suspension, expulsion and/or other disciplinary action, up to and including prosecution by legal authorities (see Policy A2 Student Conduct, Behaviour and Discipline for further information). Staff misusing the college network, equipment, Internet, and email may be disciplined and such discipline may include, but is not be limited to, cancellation of privileges, suspension or termination from employment.

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Date   President

As of 1 July 2013, Policy G49 includes provisions formerly addressed in policy G44, which has now been deactivated.