



ACCEPTABLE USE OF COMPUTER AND INFORMATION TECHNOLOGY POLICY

<b>Policy Name:</b> Acceptable Use of Computer and Information Technology	<b>Responsible Owner:</b> Vice President, Administrative Services and CFO	<b>Created:</b> 2017 Mar
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A. PURPOSE

The purpose of this policy is to outline the acceptable use of computer equipment and related information technologies at Douglas College. These rules are in place to protect the student, employee and Douglas College. Inappropriate use exposes Douglas College to risks including virus attacks, compromise of network systems and services, and legal issues.

B. SCOPE

This policy applies to the use of information, electronic and computing devices, telephones, printing, and network resources to conduct Douglas College business or interact with its networks and business systems, whether owned or leased by Douglas College, the student, the employee, or a third party.

C. DEFINITIONS

1. **Personal Use:** Using Douglas College technology and/or resources for purposes of a personal nature, and not required for College business.
2. **Significant Cost:** In most cases a significant cost would be an amount incurred above or outside the normal College cost of doing business. An example would be personal use of a College cell phone, where the standard plan allows usage up to a specific number of minutes, and additional charges are added when the plan is exceeded, or when long distance calls are not part of the plan. Charges for personal use outside the basic plan limits would be considered significant. Discussion with a direct supervisor may be required to determine if reimbursement to the College is required.

#### D. POLICY STATEMENTS

1. Technology at Douglas College is provided to fulfill job functions and/or the requirements of academic study and to support a superior learning environment. When provided by the College, employees are expected to use said technology for College business.
2. All students, employees, contractors, consultants, temporary, and other workers at Douglas College are responsible for exercising good judgment regarding appropriate use and safekeeping of information, electronic devices, and network resources in accordance with Douglas College policies and standards, and local laws and regulation.
3. Occasional personal use is allowed, providing that it does not incur a significant cost and/or risk to the College, and does not interfere with or take time away from work and/or academic programming time. Use of College resources for any non-college business purpose is strictly forbidden.
4. In the event that an employee's personal use of College resources results in a significant cost to the College, the employee shall fully reimburse the College for said costs.
5. Under no circumstances is a student or an employee of Douglas College authorized to engage in any activity that is illegal under local, provincial, federal or international law while utilizing Douglas College-owned resources.
6. Employees found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.
7. Students in violation of this policy may be subject to disciplinary action under A10.02.02 Standards of Student/User Conduct.

#### E. PROCEDURES

- [Guidelines and Responsibilities – Acceptable Use of Computer and Information Technology](#)

#### F. SUPPORTING FORMS, DOCUMENTS, WEBSITES, RELATED POLICIES

##### [Administrative Policies Page](#)

- Conflict of Interest
- College Facilities Use
- Standards of Student/User Conduct
- Information Security Policy
- College Communications Policy

#### G. RELATED ACTS AND REGULATIONS

- Canada's Anti-Spam Legislation
- *Copyright Act (R.S.C., 1985, c. C-42)*

#### H. RELATED COLLECTIVE AGREEMENT CLAUSES

- N/A