



## ACCEPTABLE USE OF TECHNOLOGY POLICY

Approved by: Academic Coordinating Committee

Authorizer: Chief Information Officer

Reference Code: IT1 V2

Effective Date: 9/28/2011

### **POLICY STATEMENT:**

Information technology resources are valuable assets that support the Conestoga mission and enhance its core administrative and academic functions. Ensuring the responsible, ethical and lawful use of information technology resources is a community responsibility shared between staff, students and faculty<sup>1</sup>.

This policy balances the need for a high level of access, flexibility and protection of privacy for users, with the need for a framework that provides Conestoga with the ability to respond to alleged policy violations as they arise and to protect institutional interests. It is the responsibility of every member of the Conestoga Community to understand and abide by the terms of this policy and accompanying procedure.

### **SCOPE:**

This policy applies to all members of the Conestoga Community using, accessing or handling Conestoga's Information Technology resources at any of its campuses, offices, centres, sites and/or facilities.

### **DEFINITIONS:**

**Conestoga Community** refers to all registered students, both full-time and part-time; all employees, full-time, part-time and casual; all others associated with Conestoga including board members, retirees, alumni or volunteers, and visitors who are granted temporary permission to use Conestoga's Information Technology resources.

**Academic, Research and Administrative services** refers to the business and operations of the college to provide teaching and learning in the delivery of higher education.

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<sup>1</sup> Faculty are person/s responsible for the teaching/learning process. This includes Technologists who, under the direction of faculty, perform specific functions related to the academic process.

**Information Technology (IT) resources** are services, facilities, and equipment including, but not limited to: computer systems; networks; data storage media and content/data; software applications; hardware or; any other electronic, telecommunications or portable device used for the digital transmission of information, on campus or remotely, through which Conestoga provides access or is connected.

**Portable devices** include, but are not limited to, laptops, notebooks, PDA's, USB keys, mobile devices (e.g. cellular phones, smartphones), and external digital storage devices.

**Provincial and Federal Laws** applicable under this policy include, but are not limited to:

- Ontario Human Rights Code
- Criminal Code of Canada
- Freedom of Information and Protection of Privacy Act
- Copyright Act of Canada.
- Occupational Health & Safety Act

**Conestoga Policies and Procedures** supplementing this policy include, but are not limited to:

- Student Code of Conduct
- Employee Code of Conduct
- Protection of Human Rights Policy/Procedure
- Email, Voicemail and Corporate Calendar Policy
- Electronic Communication Policy for Students
- Discipline of Employees Procedure
- Student Printing Guidelines
- Network password Policy – FAQ
- After-hours Access Policy
- Health and Safety Policy/Procedure
- Employee, Staff and Faculty handbooks
- Fair Dealing Policy
- Lab Policy
- Conflict of Interest/Use of College Resources Policy
- Conflict of Interest/Use of College Resources Procedure

### **POLICY ELABORATION:**

The use of Conestoga's Information Technology resources is a service extended to authorized users to support academic, research and administrative services, and it is Conestoga's expectation that these resources be used appropriately at all times.

All users of Conestoga's information technology resources must only use these resources for the purpose in which they are intended and respect the rights of other users, the integrity of the physical facilities and comply with all pertinent licenses and contractual agreements, as well as, applicable provincial and federal laws, regulations, policies and procedures. Conestoga's Information Technology resources remain the sole property of Conestoga.

All members of the Conestoga Community share the responsibility for reporting infractions of the Acceptable Use of Technology Policy to the IT Service Desk and/or Directors of Information Technology Services and Information Management Systems (formerly Computer Systems).

Violation of this policy may result in the suspension of privileges and/or other disciplinary action as warranted. Conestoga reserves the right to restrict any services or programs that are deemed to violate this policy.

**REFERENCES:**

Acceptable Use of Technology Procedure

**REVISION LOG:**

2011-07-15, Minor title reference updates

2011-08-16, Policy and Procedure Committee - reviewed

2011-09-27, Policy and Procedure Committee – approved

2011-09-28, Academic Coordinating Committee – approved

2014-06-26, Update of document format for AODA requirements

2014-08-14, IT Strategic Steering Committee – reviewed

2014-09-15, Policy and Procedure Committee – approved

2014-09-24, Academic Coordinating Committee - approved