![Vanier Cégep/College logo]

OFFICIAL COLLEGE POLICY

ACCEPTABLE USE OF INFORMATION TECHNOLOGY, COMPUTING
RESOURCES AND COMPUTER FACILITIES
(7120-7)

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Division or Sector: Information Technology

Responsibility: Administrative Services

Approved by the Vanier College Board of Directors June16, 2014.

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Scope: This policy covers all members of the Vanier College community: faculty staff, students and administrators, (regardless of contractual status), who use any aspect of Vanier College Information Technology, Computing Resources and Computer Facilities in the broadest sense; hardware, software, networks, databases, Internet and associated equipment and licenses.

Purpose: To facilitate and promote the acceptable use of Vanier College Information Technology, Computing Resources, and Computer facilities.

Policy:
1. Vanier College Information Technology, Computing Resources, and Computer Facilities are intended to support the educational, research, and administrative goals of the College.
2. All members of the Vanier community are expected to use Vanier College Information Technology, Computing Resources and Computer Facilities solely for the administrative, educational and research goals of the College.
3. Use of Vanier College Information Technology, Computing Resources and Computer Facilities should reflect well on Vanier College, the department or course involved the project underway and the individual Vanier College Community User.
4. A Statement of Acceptable use of Vanier College Information Technology, Computing Resources, and Computer Facilities is reviewed and updated if necessary, on an annual basis. This statement lists both responsibilities of individual users and unacceptable uses of Vanier College Information Technology, Computing Resources, and Computer Facilities, which will not be tolerated. (The statement for the current academic year is attached.)
5. The Statement of Acceptable Use clearly states that Vanier College will not condone the unacceptable or improper use of computer resources or facilities.
6. The Statement of Acceptable Use clearly states that failure to use the Information Technology or Computing Resources and Computer Facilities is an acceptable manner may lead to the termination of access to computing services, shutdown of computer account(s), expulsion from Vanier computer facilities, and other possible losses of privileges as well as the possibility of further disciplinary action by the College under relevant policies such as the Zero Tolerance Policy, the Cyberbullying Policy, or the Human Rights Policy, and/or referral to legal and law enforcement agencies.
7. The Statement of Acceptable Use is distributed to Vanier faculty and to students via electronic messaging services (Omnivox MIO or other) at the beginning of each of the fall and winter semesters.
8. Staff and administrators will receive the Statement of Acceptable Use at least once a year by means of an appropriate distribution mechanism such as email or printed letter.

Vanier College will not condone or tolerate the unacceptable or improper use of computer resources or facilities. Examples of unacceptable uses of Vanier computer resources and/or facilities, which are not intended to be exhaustive, are:

1. Attempting to circumvent security systems on any facility, or the use of a computer account without authorization.
2. Developing or using programs that harass other users, that damage software or hardware components, or the placing of any destructive or nuisance programs, such as a virus, in the system.

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3. Using computer facilities such as the internet, electronic mail, WWW, and bulletin boards to display, download or send fraudulent, harassing, hate or obscene material.
4. Permitting the use of a personal account and password by unauthorized persons.
5. Transmitting unsolicited commercial message and/or unsolicited installation of a computer program in the course of a commercial activity and/or personal advertisements via any electronic transmission method by using College's computer systems/resources or resources contracted by the College, such as Omnivox, MIA, Clara etc… and any other activity that is in violation of applicable Canadian or Quebec law, such as the Canadian Anti-Spam Law.
6. Reading, obtaining copies of, or modifying data files, programs or passwords belonging to other computer users without the permission of those users.
7. Breaching the terms and conditions of a software licensing agreement.
8. Causing, directly or indirectly, excessive strain on the computer facilities or unwarranted or unsolicited interference with other users. Examples: chain email letters, spamming unsolicited bulk e-mail, and so on.
9. Contravening specific rules and regulations of use of departmental computer labs or facilities. Examples: game playing, consumption of food, instant messaging.
10. Any activity that is violation of the Vanier College Zero Tolerance Policy.

If unsure of the propriety of an action, ask yourself the following questions: Will my actions reflect well on Vanier College, my department, my project and myself? If still in doubt, seek advice from Vanier College I.T. Management. Failure to use the Vanier College Information Technology or Computing resources, services or equipment in an acceptable manner as outlined above may lead to the cancellation of your computer account(s), expulsion from Vanier computer facilities, and other possible losses of privileges, as well as the possibility of further disciplinary action by the College under relevant policies such as the Zero Tolerance Policy, the Cyberbullying Policy, or the Human rights Policy, and/or referral to legal and law enforcement agencies in cases involving violation of applicable Canadian or Quebec law.

Vanier College Information Technology, Computing Resources, and Computer Facilities are intended to support the administrative, educational and research goals of the College. Thus, you, as a Vanier College community user of these resources and facilities are responsible for:

1. Maintaining an environment in which access to all College computing resources is shared fairly among users.
2. Maintaining an environment conducive to teaching and learning.
3. Remembering and protecting the secrecy of your account password(s).
4. Reporting to the I.T. Support Services Help Line (744-7500 ext 7529 or helpdesk@vaniercollege.qc.ca any apparent system malfunction.
5. Reporting to the Manager of I.T. Support Services, Chris Amos (ext 7861 or chris@vaniercollege.qc.ca or the Coordinator of I.T. Services, Larry Callahan (ext. 7156 or callahal@vaniercollege.qc.ca any improper use of the resources and facilities such as:

- Breach of Security (unauthorized access to computing resource, release of password or other confidential information, and so on);
- Harmful Access (creating a computer malfunction or interruption of operation, alteration damage, or destruction of data);

- Invasion of Privacy (reading of files without authorization);
- Incidents of Harassment;
- Incident of SPAM (unsolicited commercial message and/or unsolicited installation of a computer program in the course of a commercial activity) as per Canada Anti-Spam Law (CASL) via your Omnivox Mio messaging, Lea's internal messaging services or college email services.

If appropriate, reports of these incidents should also be made to the manager who would be responsible for handling a complaint about such incidents under the Zero Tolerance Policy, the Cyberbullying Policy, or the Human Rights Policy.

6. *The user should seek training from the College if he or she is unclear about how to go about meeting these responsibilities.*