

Appropriate and Responsible Use of Educational and Information Technology Policy For plain language version of this policy see Appendix attached.

Purpose To define the appropriate and responsible use of educational and information technology at Vancouver Community College and refer to key related policies and legislation which govern the use of these technologies.

Applies to All VCC employees and students who may access and use the College's educational and information technology systems, networks and services.

Policy All employees and students who may access and use the College's educational and information technology systems, networks and services are required to use them appropriately and responsibly.

To obtain access VCC's systems and networks users complete an account application form. Accounts are also issued for instructional purposes. Acceptance of a user account on any College system or network denotes the user has read and understands the guidelines for appropriate and responsible use and agrees to the terms of use described in this policy. The user bears the primary responsibility for the material that he or she chooses to access, send or display. Appropriate and responsible use of the College's educational and information technology facilities and services requires compliance with the following guidelines.

Appropriate and Responsible Use Guidelines:

Copyright. Respect the legal protection provided by copyright

and license to programs and data.

Human Rights. Respect the rights of others by complying with all College policies and Collective Agreement provisions regarding sexual, personal and other forms of harassment.

Protection of Privacy. Respect the rights of others by preserving the privacy of personal data to which you have access and by not tampering with others' files, tapes, passwords, or accounts, or representing others when messaging or conferencing.

Authorized Use. Use only account IDs and communications facilities which you are duly authorized to use and for the purposes for which they were intended.

Integrity of Systems. Respect the integrity of computing systems and data; for example, by not making use of or intentionally developing software programs that harass other users, or infiltrate a computer or computing system, and/or damage or alter the software components of a computer or computing system, or gain unauthorized access to other facilities accessible via the network.

Ethical Use. Use computing and communication facilities in a manner which is consistent with the ethical principles set forth by the College and with accepted community standards. All applicable Canadian Federal, Provincial and Municipal laws and statutes also govern the use of the College's educational and information technology systems and networks.

Laptop Usage. Should you be provided with a College laptop, recognize the additional responsibility this brings in taking particular care of the device. Ensure that you back your data from the laptop to your network drive. Ensure that you follow the Laptop Appropriate Use Guidelines.

Procedures

Report suspected abuse. Report suspected abuse of the educational and information technology systems, networks or services provided by the College to the Director, Information and Computing Services (or designate).

Conduct initial investigation. The Director, ICS (or designate) will conduct an initial investigation as quickly as possible.

Determine appropriate action. The Director, ICS (or designate) in consultation with the Vice President, Advancement and College Services, will determine the appropriate action, including referral to relevant VCC policy(s), procedural guidelines and/or to law enforcement authorities.

Non-compliance with this policy and related College policies/legislation may result in a temporary or permanent suspension of educational and information technology system and/or network access privileges.

Any materials in contravention of this policy which are stored on College systems and/or networks will be removed in a timely manner.

Abusers may also be subject to further discipline as defined by the policies, laws, acts, codes or agreements that have been violated. Appeals will normally be processed through existing related College policies and procedures.

In cases of suspected abuse, the Director ICS (or designate) may authorize an immediate suspension of access privileges pending the outcome of an investigation.

References

Plain language version of Policy B.5.2. attached as Appendix Laptop Appropriate Use Guidelines
College Policy A.3.1, Human Rights Policy
College Policy D.4.3, VCC Standards of Student Conduct
College Policy D.1.3, Copyright Policy
College Policy A.3.3, Freedom of Information & Protection of Privacy
College Policy A.3.1, Sharing & Stewardship of Information
Collective Agreements
Civil Rights Protection Act
Copyright and Trademarks Act
Federal Criminal Code of Canada
Freedom of Information and Protection of Privacy Act
Provincial Human Rights Code

1. Policy Sponsor Director, Information and Computer Services

2. Approvals:

President _____ Date: _____

Education Council Chair _____ Date: _____

Operations Council Chair _____ Date: _____

Board Chair _____ Date: _____

3. Amendments

President _____ Date: _____

Education Council Chair _____ Date: _____

Operations Council Chair _____ Date: _____

Board Chair _____ Date: _____

4. Review Date

APPROPRIATE AND RESPONSIBLE USE OF EDUCATION AND INFORMATION TECHNOLOGY POLICY

PLAIN LANGUAGE ADAPTATION OF POLICY B.5.2

Rules for Computer Use at Vancouver Community College (VCC)

- Purpose** To explain the appropriate and responsible use of College computer systems.
- Policy** Users (faculty, staff and students) must have College permission before using the College computer systems.
- The College has the right to look at the User's files, programs, passwords, account information, printouts, software licenses and other computing materials to check his or her use of the College System.
- Applies to** All VCC employees and students who may access and use the College's education and computer systems, networks and services.
- Procedures** **User Responsibilities:**
- The User must:
- ◆ Be responsible.
 - ◆ Be respectful.
 - ◆ Obey all the rules of computer use.
 - ◆ Protect the equipment. For example, no food or drink around computers.
 - ◆ Keep codes and passwords secret.

Procedures (cont.) The User must not:

- ◆ Use the computer to break the law (for example, sending email messages which threaten someone).
- ◆ Use anyone else's account code, password, file or directory.
- ◆ Change any settings of the College system, or in any way turn off or disable any part of the College system.
- ◆ Abuse or misuse any part of the College system (for example, to view inappropriate Web sites, or making excessive personal use of College resources).
- ◆ Remove any part of the College system from the property.
- ◆ Use computer software not provided by the College (for example, downloading and installing chat software).

Abuse of User Responsibilities

If the User abuses or misuses the College system, the College may take action. For example:

- ◆ The College may limit or take away the User's use of the College systems.
- ◆ The College may ask the User to leave the College for a while or leave and not come back.
- ◆ The College may have to contact the police and others.
- ◆ The College may have to take the User to court.

References

B.5.2 - Appropriate and Responsible Use of Education and Information Technology Policy

B.5.4 - Electronic Mail Policy (Employees)