



POLICY

Policy No.	B.5.2
Title	Appropriate and Responsible Use of Educational and Information Technology Policy
Approving Jurisdiction	VCC Board of Governors
Procedure Sponsor	Vice President Administration & CFO
Last Revised/Replaces	July 8, 2014 / May 27, 2013 / November 12, 2003
Effective Date	June 29, 2015
Signed by	Chair, Board of Governors

CONTEXT AND PURPOSE

This Policy and related Procedures define the appropriate and responsible use of educational and information technology at Vancouver Community College (VCC; the College) and refer to key related policies and legislation which govern the use of these technologies.

SCOPE AND LIMITS

This policy applies to faculty, support staff, administrators, temporary and contract employees and students at VCC. It includes the acceptable use of all information technology, computing, communications and networking systems connected to VCC facilities whether the connections are wired or wireless.

It is the responsibility of all end users to use the provided technology resources with integrity and to help sustain VCC's network, hardware and software application security.

STATEMENT OF POLICY PRINCIPLES

1. 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.
2. Employees can access VCC's systems and networks by completing a signed and approved IT Services Request Form for VCC Employees/Contractors (see appendix A). Accounts are also issued for instructional purposes. Acceptance of a user account on any College system or network denotes the end-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.

3. End users are responsible for the uses to which their computing accounts are put. Users must not share their login credentials (username and password) to any accounts to which they have access.
4. End users must not misrepresent their identity as senders of messages nor vary the content of such messages with intent to deceive.
5. End users are prohibited from accessing other users' log-in information, computers or technology equipment without prior authorization from a head of department or head of administrative business unit.
6. End users must not use VCC's information technology equipment or systems for gambling, betting or running a personal business.
7. Any person or department who sends out electronic messages or communication to mailing lists and/or groups; must adhere to the Canadian Anti-Spam Legislation (CASL) regarding Commercial Electronic Messages (CEM), including alumni and prospective student mailing lists as well as other mailing lists names collected at recruitment or promotional events.

DEFINITIONS

Refer to the related Procedures document for definitions which will enhance the reader's interpretation of this Policy.

RELATED POLICIES & LEGISLATION

Legislation:

- 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
- Canadian Anti-Spam Legislation (CASL) July 1, 2014
<http://fightspam.gc.ca/eic/site/030.nsf/eng/home>
- Canadian Anti-Spam Legislation Primer
- CASL FAQs http://fightspam.gc.ca/eic/site/030.nsf/eng/h_00050.html
- CUPE 4627 Collective Agreement
- VCCFA Collective Agreement

VCC Policies:

- A.3.1 Prevention of Harassment, Discrimination, and Bullying policy
- A.3.3 Freedom of Information & Protection of Privacy (FOIPPA)
- B.5.1 Sharing & Stewardship of Information
- D.1.3 Copyright Policy
- D.4.3 Student Code of Conduct (Non-Educational Matters)

RELATED PROCEDURES

Refer to B.5.2 Appropriate and Responsible Use of Educational and Information Technology Procedures



IT Services Request Form for VCC Employees/Contractors

New Employee Information (PLEASE PRINT)		
Last Name	First Name	Preferred Name
Department	Job Title/Position	
Banner ID #	Telephone Local	Office Room #
Employment category:	Term of employment:	
Administrator <input type="checkbox"/>	Permanent <input type="checkbox"/>	
Faculty <input type="checkbox"/>	Temporary/contract* <input type="checkbox"/>	*Must provide end date:
Support Staff <input type="checkbox"/>		_____ / _____ / _____
Contractor/Practicum <input type="checkbox"/>		dd mm yyyy
* Note: Accounts will automatically expire 7 days after end date. Department Head must email a new contract end date to helpme@vcc.ca to avoid service interruptions.		
Network and Email		
VCC Network Access <input checked="" type="checkbox"/>	Network access includes department folders, Internet, MS Office and other college-wide	
Email <input checked="" type="checkbox"/>	Specify folder name(s):	
Shared Folders: <input type="checkbox"/>		
Applications		
Banner Finance <input type="checkbox"/>	Business Intelligence (BI) <input type="checkbox"/>	Moodle (Online Courses) <input type="checkbox"/>
Banner Student <input type="checkbox"/>	Enterprise Planning (EP) <input type="checkbox"/>	SharePoint <input type="checkbox"/>
Banner Human Resources <input type="checkbox"/>		
Telecom Services		
Telephone:	Voicemail:	Mobility equipment:
Using existing phone line <input type="checkbox"/>	Shared voicemail box <input type="checkbox"/>	Cell phone* <input type="checkbox"/>
Need new Standard Phone <input type="checkbox"/>	for multi-user phone locals	Blackberry* <input type="checkbox"/>
Need New Display Phone* <input type="checkbox"/>		
*Provide departmental budget code for internal chargeback and/or vendor billing:		
	_____	_____
	Fund	Org Account
Authorization		
I certify that the information provided is complete and accurate.		
Department Head Name (PLEASE PRINT):	Telephone Local:	
Department Head Signature:	Date: _____ / _____ / _____	
	dd	mm yyyy
New employee/contractor must sign "Use of College Computers" agreement on the back of this form. ***Scan and email completed form to helpme@vcc.ca and send hard copy via interoffice mail to IT@BWY.***		
For IT Department Use		
Network and Email	Applications	Telecom Services
VCC Help Desk #:	VCC Help Desk #:	VCC Help Desk #:
Network ID issued:		Mobility Number:



Use of College Computers

1.0 Preamble

- 1.1 Vancouver Community College (“College”) is responsible for ensuring that the system of the College’s computers, computer programs held by College, connections of such computers to other computers and systems, other computer hardware of the College and other computer-related resources of the College (all together called the “System,”) as well as the funds provided for the purposes of supporting College instruction and administration are used for the College’s purposes.
- 1.2 The System and computing services from the System are to be made available to departments of the College and faculty, staff and students of the College as the College’s resources permit and as the College’s priorities dictate.
- 1.3 All use of the System by faculty, staff and students must be authorized and approved within the foregoing framework.
- 1.4 Email or other electronic files sent or received by College computer systems are College records and as such are subject to the provisions of the Freedom of Information and Protection of Privacy Act. If the Act is invoked, current and even deleted email/files may be accessed according to the Act.
- 1.5 The following points should be understood by any individual using VCC email:
 - Email is a business tool for business communication.
 - VCC owns the email accounts and all messages and data held within these accounts.
 - Incidental personal use of email is acceptable.
 - There is no guarantee of privacy with email.
 - Messages sent to distribution lists (listservers) may result in messages being transmitted to unintended recipients.
 - Email users should apply good judgement with respect to the appropriateness of message content. For example, users should bear in mind the rights of copyright holders and general business confidentiality and should treat communication via email as professionally as they would speak in a public meeting.
 - It is prohibited to use email for the distribution of chain letters, inappropriate humour and offensive graphics or images.

2.0 User responsibilities

As a condition of the College permitting the User access to all or any part of the System, the User agrees with the College, without limitation as to duration:

- 2.1 To use the System in a lawful manner and in accordance with all conditions, limitations and restrictions from time to time set by the College, to comply with all rules and regulations from time to time published in connection with use of all or any part of the system, and to comply with all conditions which accompany an approval or authorization given to the User in connection with any such use;
- 2.2 To behave in a responsible manner in connection with use of the System and with respect to the requirements of others entitled to use the System;
- 2.3 To minimize potential damage to delicate equipment by keeping areas in which any part of the System is located in a neat and orderly condition and by not eating food, drinking beverages or smoking in any of these areas;
- 2.4 To take all reasonable precautions to minimize opportunities for others to obtain access to the User’s computer account information and not to permit any other person to use any computer resources allocated to the User’s computer account;
- 2.5 Without the approval of the College’s Chief Information Officer (the “CIO”) or his/her designate, not to gain access to or alter any

system or control program or any file or directory of shared computer resources, and not to attempt to do any of the same;

- 2.6 Not to seek by any means or to use either copies of, or information regarding, any account code, password, file or directory of any other person unless explicitly authorized to do so by that person;
- 2.7 Not to copy any computer program on the System without the prior written approval of the CIO and the owner of the copyright in the program, as appropriate;
- 2.8 Not to use any time on the System or any space in the System which is allocated to a computer account unless formally and explicitly authorized to do so by a person with the authority to permit use of that account;
- 2.9 Not to alter or bypass any of the limitations or restrictions from time to time set by the College on the use of the System by the User or to attempt to do any of the same;
- 2.10 Not to change any settings of, or in any way disable any part of the System without approval of the CIO or his/her designate;
- 2.11 Not to abuse, disrupt, misuse of limit access to, all or any part of the System, or attempt to do any of the same;
- 2.12 Not to use any part of the System for any project which does not form part of the User’s responsibility to or course of study at the College without the approval of the CIO which expressly acknowledges that the use is to be for a non-College purpose;
- 2.13 Not to remove any part of the System from the College’s premises without the approval of the CIO or his/her designate;
- 2.14 Not to use any computer software on the System including College microcomputers, other than that provided by the College unless the User has acquired a legal right to such use; and
- 2.15 To report to the CIO or any of his/her staff all suspected incidents of unauthorized or improper use of any part of the System and all instances of any part of the System malfunctioning or failing to operate.

3.0 User abuse of responsibilities

- 3.1 Abuse or misuse of the System may be a violation not only of the User’s responsibilities to the College, but also of the Criminal Code, Copyright Act or other legislation. The College shall have the right to take all action the College considers fit in response to any breach or suspected breach by the User of any of its responsibilities hereunder or under the law. Action by the College may include, but is not limited to:
 - reduction or withdrawal of privileges to use the System;
 - suspension or dismissal from the College;
 - notification of the police and other potentially damaged parties;
 - commencement of proceedings in court.
- 3.2 In connection with enquiries into any possible abuse or misuse of any part of the system or any violation of law or breach of any promise given to the College, the College reserves the right to examine all files, programs, passwords, account information, printouts, software licenses and other computing materials used by the User and to monitor the User’s use of the System.
- 3.3 The User for himself and his/her heirs and legal representatives agrees to indemnify the College and save it harmless from and against any and all actions, causes of actions, claims, damages, demands, expenses, liabilities and proceedings which in any way relate to a violation by the User of any law, any right of the College or of any other person, any provision of this undertaking or any rule or regulation concerning the System which is published by the College.

I have read and understood the information above and accept the conditions of “Use of College Computers”.

NAME (PLEASE PRINT)

USER SIGNATURE