



Policy No.	B.5.2
Title	Appropriate and Responsible Use of Educational and Information Technology
Approval Body	Board of Governors
Policy Sponsor	Vice President Administration & Chief Financial Officer
Last Revised/Replaces	July 8, 2014/May 27, 2013/November 12, 2003
Effective Date	June 29, 2015

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

Electronic message: any message sent to an electronic account, e.g. an email, a text message, or an instant message. Interactive two-way voice communications, fax messages or voice recordings sent to a telephone account are not considered to be electronic messages. If you're calling somebody to offer a product or service, that's not an electronic message.

Commercial activity: broadly defined as "any particular transaction, act or conduct or any regular course of conduct that is of a commercial character, whether or not the person who carries it out does so in the expectation of profit". Examples of commercial activities include purchasing, selling, bartering or leasing products, goods or services, or land; providing a business, investment or gaming opportunity; or advertising or promoting any of these activities.

RELATED LEGISLATION & POLICIES

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

Policies:

A.3.1 Prevention of Harassment, Discrimination, and Bullying

A.3.3 Freedom of Information & Protection of Privacy (FOIPPA)

B.5.1 Sharing & Stewardship of Information

D.1.3 Copyright

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.