

<b>Selkirk College Policies and Procedures</b>		Title and number	<b>4200 Responsible use of College Facilities and Equipment</b>		
		Replaces	B3012		
		Effective	2003-00-00	Next review :	2008-09-01
Executive Responsibility	Administrative Responsibility	Recommended by Policy Review Committee		2003-02-28	
VP Finance and Administration	VP Finance and Administration	Recommended/Approved by Education Council		N/A	
		Approved by President		2003-03-03	

## 1 POLICY

It is the policy of Selkirk College to maintain access to local, national, and international sources of information, and to provide an atmosphere that encourages access to knowledge and sharing of information. It is also the policy of Selkirk College that information resources will be used with respect for the public trust through which they have been provided, and in accordance with this policy and Selkirk's Computer Lab Regulations and licensing obligations.

Access to the networks and to the information technology environment at the College is a privilege, and must be treated as such by all users. (When accessing the information resource infrastructure on and off campus, and when sharing information, all members of the community must accept the responsibility of protecting the rights of the community.) Any member of the community who, without authorization, accesses, uses, destroys, alters, dismantles, or disfigures Selkirk's information technologies, properties, or facilities, threatens the security within which members of the community may create intellectual products and maintain records. A person who engages in such actions has therefore engaged in unethical and unacceptable conduct.

The integrity of these resources is the responsibility of the users, who must guard against abuses that disrupt and/or threaten their viability.

This policy defines what constitutes acceptable practice for the user of these resources, and what constitutes misuse. It applies to all electronic resources within SELKIRK COLLEGE sites, whether or not they are supported by

Selkirk's Computing Services. It also applies to use of any electronic resources outside SELKIRK COLLEGE sites by any member of the community acting in the same name of the College, or any member of the community identifying her/himself as such.

The College requires that members of the community act in accordance with this responsibility. So far as the onus of responsibility must lie with the individual user, the College hereby absolves itself of any liability resulting from improper individual use as detailed in the following sections.

Responsible use of these resources requires that all users do the following:

1. respect the legal protection provided by copyright and license to programs and data.
2. respect the rights of others by complying with all College policies regarding intellectual property.
3. respect the rights of others by complying with all College policies regarding sexual, racial, and other forms of harassment.
4. preserve the privacy of personal data to which they have access.
5. respect the privacy of others by not tampering with their files, password, accounts or hardware, or

- by misrepresenting themselves as others.
6. respect the integrity of the computing system and data (for example) by not intentionally or through negligence developing programs or making use of already existing programs that harass other users.
  7. respect the integrity of the computer system and data by not intentionally infiltrating a computer of a computing system and/or damaging or altering the software or data, or accessing unauthorized facilities via a network.
  8. respect and adhere to any local, provincial or federal law that may govern use of these resources. These include, but are not limited to, the Criminal Code of Canada, the BC Civil Rights Protection Act, and the BC Human Rights Act, and Copyright Act.
  9. adhere to approved web and electronic publishing policy, standards and designs in official College publications or College portions of such publications, i.e., parts of web pages or electronic documents deemed to be College publications.

## **2 MISUSE OF RESOURCES**

The College characterizes as unethical and unacceptable the following actions

10. access or attempt to access resources as defined above without appropriate authorization.
11. disruption of the proper use of these resources.
12. destruction or modification of the integrity of computer based information.
13. invasion of the privacy of others' use of these resources.
14. use or sale of these resources for personal gain without authorization.
15. violation of the protection provided by copyright and/or license for computer programs.
16. unauthorized use of another person's account, or permitting another person to use one's own account.
17. interfering with or harassing other users, including disruptive conduct in a computing facility, such as a computer lab.
18. impersonating another user.
19. using the resources to violate any College regulation, or any provincial or national regulation law.

Only where reasonable grounds of inappropriate behaviour exist the Department Head of Computer Services in consultation with VPFA is authorized to monitor the use of computing resources, to protect these resources and the rights of those who use them, and to recommend the imposition of sanctions and penalties against those who misuse them. Any monitoring employed in the enforcement of acceptable use will be limited to the minimal amount of surveillance required. Any student who has a sanction or penalty imposed may exercise the right of appeal as described in Policy No. B3007. Those who do not adhere to the guidelines outlined in this policy may be subject to a range of penalties, beginning with the suspension of access to these resources, and continuing with disciplinary penalties under College regulations, and/or penalties under criminal or civil law, or both. In the case of suspension of up to 72 hours, continuation of such suspension will be authorized by the President or the Vice President of Selkirk College. Any further disciplinary action shall be taken in accordance with College regulations.

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### **Other relevant policies:**

4100 Facilities and Equipment Leases, 4110 Facility Use, 4120 Use of Staff Lounge, 4130 Use of Gymnasium Facilities

### **Key words: .....**

Misuse, Technology, Educational, monitoring