



Policy:	O-1.1
Approved By:	College Executive Team
Approval Date:	April 5, 2018
Amendment Date:	
Policy Holder:	VP Administration

ACCEPTABLE TECHNOLOGY USE

Purpose / Rationale

1.1 The purpose of this policy is to ensure that use of the Camosun College network and computing systems is conducted in a manner that supports the mission, vision and values of Camosun College (the “College”). This policy outlines the core principles and safe practices expected by users of the College network to ensure that the computing systems and network achieve optimal performance in a safe and secure learning environment.

Scope / Limits

- 2.1 This policy is applicable to all students registered for network access and network guest users. Policy information pertaining to Camosun employees and use of computers and technology can be found in policy [O-5.11 Standards of Conduct](#).
- 2.2 This policy applies to the use of institutionally managed network and computing systems and department / school specific networks and computing systems.
- 2.3 This policy applies to all technical devices that are used through or connected to the College network or computing services; whether they be personally or institutionally owned.

Principles

- 3.1 Camosun College is committed to providing and fostering a teaching and learning environment that champions innovation, curiosity and critical thought and the College understands the essential role that technology plays in this process.
- 3.2 The College is committed to providing network and computing systems for students and guests to support and enhance their educational objectives and learning activities.
- 3.3 The College is committed to ensuring the integrity and quality of technical services; supporting a safe, non-threatening and respectful learning environment; and enabling educational learning supported by technology.

Policy Holder & Operational Unit

4.1 This policy is the responsibility of the Vice President, Administration.

4.2 All operational oversight, implementation and procedural responsibilities are administered by Information Technology (IT) Services.

Definitions

Users: For the purposes of this policy, the term “users” refers to both students and guests.

Student: includes any person actively engaged with Camosun College. For example, registered student, applicant, and alumni.

Guest: Anyone who has been given access to the College’s network or computing systems and is not an employee or a student is considered a guest.

Network & Computing Systems (NCS): The College’s network (wired and unwired) and computing systems (NCS) includes all technical services, both on-campus and accessing remotely. This includes but is not limited to: data, Wi-Fi, learning management systems (e.g. D2L), College-sanctioned social media hubs or platforms, mobile devices, email, telephones, third-party software, printers/copiers, storage network, storage devices, laptops, audio/visual equipment, internet sites and links, computer labs.

Technical Devices: Technical Devices refer to personally-owned and institutionally-owned devices including but not limited to smart phones, computers, tablets, printers and data projection, etc.

Network Misconduct: Network misconduct is any type of activity or behaviour facilitated on / through the NCS that impedes the ability of a student or a guest to be a safe, contributing member of the College community.

Some examples of concerning behaviour on the network or via computing services include:

- verbal aggression (e.g. language profanity)
- disruptive behaviour (e.g. behaviours which a reasonable person would consider to substantially or repeatedly interfere with the conduct of the College community and/or classroom learning environment through the NCS)
- copyright infringement
- inappropriate sexual behaviour towards self or others
- bullying and/or intimidation
- any type of harassment (e.g. stalking, sexual harassment)
- libel, slander or defamation
- inappropriate personal use, including but not limited to: downloading non-educational related large video / torrent files, gaming, or viewing sexually explicit images, video or materials, use for personal gain or for commercial purposes
- gaining or attempting to gain unauthorized access to any account on any College system

- downloading unauthorized programs and/or software
- attempting to circumvent computer or network security methods or operating systems, or adding unauthorized servers or devices that could compromise network security
- excessive personal use that impedes educational use by other members of the College community
- any behaviour that is prohibited by the *Criminal Code of Canada* or any other applicable federal or provincial legislation

Incidental Personal Use: Refers to infrequent personal use that does not interfere with the Acceptable Technology Use Policy, does not constitute network misconduct, does not interfere with another user's access, does not expose the College to risk, and does not create a direct cost to the College.

Social networking sites: Any forms of online presence or publications – including but not limited to: Facebook, Snapchat, Twitter, wikis, blogs, etc. – that allow a user to publicly post information on the Internet.

Policy Statements

General

- 5.1 Users are expected to engage with the College's NCS in good faith and in alignment with their educational goals and learning needs and requirements.
- 5.2 The user is responsible for all activity undertaken on their account, at all times.
- 5.3 While users are granted access to the NCS for the purpose of fulfilling their educational goals at Camosun College, the College reserves the right to limit, restrict, or extend privileges and access to the NCS, including to all information stored therein.
- 5.4 It is the user's responsibility to keep password protected information confidential, not share their password with anyone and ensure that their password is properly stored and up-to-date.
- 5.5 The College understands that incidental personal use may occur. However, it is each individual user's responsibility to ensure that such use does not impede the educational capacity of the institution, or its staff, faculty or learners. If a user's activities are impacting the educational ability of the institution or other members of the College community, removal of network access may be implemented.
- 5.6 Network misconduct will not be tolerated at Camosun College. The use of the College's NCS in a way that violates a person's right to work and study in an environment free of discrimination, harassment or sexual violation or any other misconduct is strictly prohibited. Network misconduct may result in the immediate removal of network access. Further, in cases where network misconduct additionally violates other Camosun College policies, such

as the Student Conduct policy, such policies and procedures set out therein will additionally apply.

- 5.7 Users are required to meet all terms and conditions of third-party licensing agreements associated with the College.
- 5.8 Users are prohibited from making any changes to the network or computing services at any time.
- 5.9 Users are prohibited from distributing any personal information or information that violates the Freedom of Information and Protection of Privacy Act, Criminal Code of Canada and other provincial and federal laws.
- 5.10 Breaches of this Policy may be subject to disciplinary action, including the withdrawal of computing privileges and network access.
- 5.11 Suspected violations of the Policy should be reported to Information Technology Services.

Social Networking Sites

- 5.12 Camosun College respects users' rights to access and engage with social networking sites
- 5.13 Information published using NCS on social networking sites will be conducted in a manner that does not violate the Student Conduct Policy and/or any of the tenets of network misconduct set out in this Policy.

Institutional Monitoring

- 5.14 The College collects and monitors a variety of data regarding the usage, activity and storage associated with a user's NCS activities, for the following purposes: network maintenance and security, to monitor compliance with this Policy, or as otherwise permitted or required by law. Access to such data will only be undertaken by authorized College system administrators.
- 5.15 This information is captured and stored according to the Freedom of Information and Protection of Privacy Act, and any other applicable legislation, and under the leadership of IT Services. All personal information will be collected, stored and retained in accordance with the College's Freedom of Information and Protection of Privacy policy.
- 5.16 Students have the right to access information about the documentation and distribution of their NCS activity and can request this from IT Services at any time.

Academic Freedom

- 5.17 Camosun College recognizes and supports the principles of academic freedom.

5.18 If there are occasions when a user must access materials or information that conflict with any of these policy statements, a written letter of support from the College instructor or administrator prior to such access is required.

Appeal Process

6.1 A student has the right to appeal a decision made under this policy.

6.2 To appeal a decision made within the scope of this policy, a student should refer to the Student Appeals Policy. <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.4.pdf>

Related Policies

- Student Conduct
 - <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.5.pdf>
- Sexual Violence and Misconduct
 - <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.9.pdf>
- Standards of Conduct
 - <http://camosun.ca/about/policies/operations/o-5-human-resources/o-5.11.pdf>
- Respect in the Workplace
 - <http://camosun.ca/about/policies/operations/o-5-human-resources/o-5.10.pdf>
- Protection of Privacy Policy
 - <http://camosun.ca/about/policies/operations/o-6-information-management/o-6.1.pdf>
- Integrity in Research and Scholarship
 - <http://camosun.ca/about/policies/education-academic/e-3-research/e-3.3.pdf>
- Copyright
 - <http://camosun.ca/about/policies/education-academic/e-3-research/e-3.4.pdf>

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