



Title	Responsible and Appropriate Use of Information Technology Resources
Policy Area	Operations – College Systems and Resources
Policy Number <i>(to be assigned by Information Services)</i>	E.5.1
See also <i>(related policies)</i>	

Effective Date of Policy:	June 28, 2005
Approval Date:	July 1, 2005
Applies to:	All faculty, staff and students within the OC community and others who have been granted the use of OC's information resources.
Approving Body:	President
Supersedes/New:	OC Board June 28, 2005
Authority	<i>College and Institute Act</i>

The following are responsible for the administration of this policy,

Primary Office	Contact
Information Services	Director, IT Services

Policy Statement

This policy applies to all faculty, staff and students within the Okanagan College ("OC") community and to others who have been granted the use of OC's information resources.

This policy refers to all information resources within OC whether individually controlled or shared, stand-alone or networked. It applies to all computer and communication facilities owned, leased, operated or contracted by OC including personal computers, networks and associated peripherals, software and internet. All individuals having access to OC's computing system are governed by OC's policies and all applicable Federal and Provincial laws such as the *Criminal Code of Canada*, *Copyright Act*, *BC Freedom of Information and Protection of*

Privacy Act, BC Civil Rights Protection Act and BC Human Rights Code, and by licences governing the use of computer programs and documents.

Policy Details

All users of OC information technology resources must

- take responsibility for the integrity of the resources under their control;
- respect copyrights, software licences, intellectual property rights and contractual agreements;
- respect the rights of others, including privacy of person-to-person communications and privacy of personal data;
- not use information technology resources to access, create, view, listen to, store or transmit material that is harassing, obscene, abusive, illegal, pornographic, discriminatory or that otherwise violates applicable laws, OC's policies or community standards;
- not tamper with files, tapes, passwords, or accounts of others, or misrepresent their identity as a sender of messages or the content of such messages;
- use only computer IDs or accounts and communication facilities which they are duly authorized to use, and use them for the purposes for which they were intended;
- not intentionally develop programs or make use of already existing programs that harass other users, or infiltrate a computer or computing system, or damage or alter the software components of a computer or computing system, or gain unauthorized access to other facilities accessible via the network; and
- not use information technology services or facilities for non-OC projects, commercial or other external purposes except as described below.

Incidental use of information technology services for personal use is acceptable but is limited to such reasonable and responsible activity as minimizes disruption of OC business while attending to personal affairs.

Use of information technology services for commercial purposes is restricted to those commercial activities sponsored by OC for the purpose of enhancing OC's educational and research mission.

The foregoing is not intended to be an exhaustive list of permissions and prohibitions governing the use of information technology resources. All users continue to be subject to all applicable laws and OC policies.

Procedures

OC has a responsibility to ensure that all information stored on its information system reflect the policies of OC and applicable laws, therefore files, accounts, data, mail and so forth are subject to inspection and monitoring. When there is reason to believe a violation has occurred, the Vice President, Students may authorize an OC IT Services Manager to inspect, access and monitor user accounts, examine files, data, mail, etc. to determine if a user is acting in violation of OC policies or applicable laws.

The Vice President, Students has the right to suspend an account or access to OC's networks without prior notification to users if they are deemed to be in violation of OC policies or applicable laws.

Suspected violations by faculty or staff are to be reported to the individual's supervisor and to an IT Manager. Suspected violations by a student are to be reported to the student's program head and to an IT Manager. Suspected violations by other individuals are to be reported to an IT Manager.

The individual suspected of a violation will be informed of the suspension of privileges as soon as reasonably possible and may be invited to participate in the investigation. The union will also be notified where applicable.

Investigations and penalties will be in accordance with OC policies where applicable and will depend on the nature and severity of the violation and the status of the user. If the violation is determined to be of a criminal nature, the matter will be referred to appropriate law enforcement authorities.

Vice President, Students will report to the President quarterly any inspections or monitoring of user accounts.