

Information Technology - Acceptable Use Policy

In support of the mission of Newman Theological College, the college makes available computing, internet, and other communication resources that may be used by students, faculty, staff, and other authorized users. The use of these resources is a non-transferable, revocable privilege, arising from employment, study, or association with the college. ***Students are required to sign an Information Technology Student User Agreement.***

Federal and provincial laws as well as college by-laws, policies, regulations and procedures govern the use of the computing, Internet, and communication resources. While the college does not normally inspect, monitor, read, retrieve, or disclose user communications, nevertheless, as a condition of using the computing, Internet, and communication resources, each user consents and authorizes the college to conduct these activities without user's prior consent and/or notification.

All such resources are to be used to promote education and learning and to carry out the administrative services of the college. The college reserves the right to change use policy and procedures at any time, without advance notice, subject only to approval of Administrative Council.

It is the responsibility of each user to know and to comply with applicable laws, standards, policies and procedures. The following information is to help all users understand what acceptable use is, what unacceptable use is, what their responsibilities are, and what the consequences of misuse are.

Acceptable use always includes:

1. Respect for the rights of others including the rights of privacy and freedom from harmful and/or offensive intrusions.
2. Respect for intellectual property rights as legally protected by copyright and license to programs and data as well as contractual obligations.
3. Respect for the integrity of the computing, Internet, and communications systems.

Acceptable Use

The following represents a guide to acceptable use of computing, Internet, and communication resources. It is not intended to identify all acceptable uses, but to indicate those uses that are clearly consistent with the purposes of these resources at the college.

1. Communication is to be used for official business as well as educational, academic, and professional activities of faculty, students, and staff.
2. The official college work is that done by the offices, departments, recognized campus organizations, and other constituencies of the college.
3. Personal use of the resources is acceptable, but should be kept to a minimum and should be incidental to the primary purposes of promoting education and learning and/or carrying out the administrative functions of the college.
4. Communication intended for internal college distribution needs the approval of the appropriate department head. Communication to the college community at large or their

designated constituencies needs the approval of the President or Academic Dean and forwarded to the Dept. of Marketing and Recruitment for distribution. Distribution lists for these purposes are to be secured.

5. Communication to known constituencies for the purpose of authorized fund raising is acceptable only for approved college purposes.
6. Content generated by the use of the resources must be in keeping with the college community standards, as well as federal and provincial laws.

Questions as to what is, or is not, an acceptable use should be directed to the President or Academic Dean. Unresolved questions are to be directed to Administrative Council.

Unacceptable Use

The following list characterizes unacceptable use. It is not intended to identify all unacceptable uses, but to indicate the types of uses that are clearly inconsistent with the purposes of the computing, Internet and communication resources of the college. Such use is subject to consequences. This includes:

1. Personal uses of the resources that may cause interference with the operation of the college's information technologies, or burden the institution with incremental costs
2. Damage to or destruction of equipment, software or data belonging to the college
3. Disruption or unauthorized monitoring of electronic communications
4. Creating and/or willfully disseminating computer viruses
5. Violation of computer system security
6. Attempting to gain unauthorized access, whether successful or not
7. Access or retrieval of any stored information without authorization to do so
8. Using names and passwords other than those assigned to you
9. Unauthorized use of computer accounts, access codes and /or passwords assigned to/by others
10. Misrepresenting your identity and/or account in any matter
11. Use of obscenity, vulgarity, foul or abusive language and/or disinformation
12. Posting on electronic bulletin boards anything that violates a college community standard
13. Use of email, chat rooms on the Internet, voicemail or any other communication resource as pranks or in a threatening or harassing manner
14. Academic dishonesty (plagiarism, cheating, etc.)
15. Use for the purpose of promoting, viewing, or obtaining pornography and/or sexually explicit text or graphics
16. Use of visuals and sounds which may be offensive and/or disruptive to others
17. Any violation of federal and/or provincial laws

18. Libelling and/or slandering others
19. Violation of the privacy of another user
20. Electronic eavesdropping on communication facilities
21. Violation of copyrights, software license agreements, and/or patent protections
22. Sending of copyrighted material, proprietary financial information, or confidential personnel information without prior authorization
23. Representing, giving opinions, or otherwise making statements on behalf of the college unless authorized to do so
24. Commercial purposes of any type
25. Unsolicited advertising
26. Personal financial gain in any form
27. Using the communication resources for fundraising for non-college organizations
28. Transferring use to another individual or organization
29. Extended online activities such as excessive game playing
30. Creating, sending, and/or forwarding electronic chain letters
31. Unnecessarily impeding the computing activities of others
32. Installing any software on computer systems in the lab and/or library without prior authorization from the IT department.

All unacceptable uses are also a violation of your responsibilities as a user.

Student User Responsibilities

By using the college's computing, Internet, and communication resources, you are agreeing as a condition of use to accept personal responsibility for considerate, ethical, and responsible behaviour in your use of the available resources.

1. You are responsible to use the resources in compliance with applicable laws and college community standards, policies and procedures. As a student, you are responsible to determine what restrictions apply and to review the college's policies and procedures in your Student Handbook.
2. You are responsible to use the resources with sensitivity to the rights of others. It is your responsibility to avoid intrusions into the privacy of others and/or to avoid creating an atmosphere of discomfort or harassment for others.
3. The college assumes no responsibility for lost or corrupted personal data. You are responsible to make any back-ups of such data that you have created or maintain.
4. You are responsible to report any weakness you discover in the security of the computing, Internet, and communication resources to the President or Academic Dean. You are not to explore a weakness on your own as this may be interpreted as intentionally tampering with college resources and may be treated as a violation of criminal law as well as this policy.

5. You are responsible to identify clearly and accurately any on-line communication including messages, sentiments and declarations as coming from you. If you are acting as the authorized agent of a college group, the communication must be identified as coming from the group.
6. You are responsible to take steps to avoid being a victim or an unwitting distributor of computer viruses or other destructive computer programs. The college assumes no responsibility for avoidance of or for the impact of computer viruses or other such destructive programs.
7. You are responsible for purging your messages that are older than one month. The college may purge messages on institutional servers. Email is not to be used as a repository for permanent records.
8. You are responsible for the confidentiality and security of any personal information, such as your credit card number, which you disclose. The college assumes no responsibility for any loss you incur as a result of any such disclosure.
9. You are responsible to abide by the professors' decisions regarding the use of the Internet or any electronic means of communication while in class.
10. You are responsible for whatever you download, including bit torrents, to make sure the download is legal. If the download infringes on copyright or any other protection, the college will not accept responsibility for any consequences and/or legal action pertaining to the infringement.

**THE COLLEGE DOES NOT CONDONE
DOWNLOADING OR TRANSFER OF ANY
ILLEGAL OR COPYRIGHT MATERIAL**

Consequences of Misuse

Misuse of college computing, internet, and communication resources may result in one or more of the following consequences, which may be implemented at the discretion of President or Academic Dean:

- A written warning to the misuser,
- A restriction on use privileges,
- A revocation of all use privileges,
- Implementation of the college procedures for responding to alleged violations of community standards, which could result in suspension or expulsion from the college, and/or termination of employment by the college,
- The college reserves the right to recover funds owed and/or expended because of misuse as well as to refer violations to civil authorities for prosecution.

Warnings

1. The college reserves and intends to exercise its right to inspect, monitor, read, retrieve, and/or disclose all messages created, received, or sent over its resources, when violation of this or any other college policy is suspected or alleged. The college may provide the results of the exercise of this right to appropriate civil authorities. The contents of communications may also be disclosed within the college without notice or the permission of the students, faculty, staff and other authorized users.
2. Notwithstanding the college's right to inspect, monitor, read, retrieve, and disclose any communication, such messages should be treated as confidential by all users and accessed only by the intended recipients and/or authorized college personnel. Any exception to this must receive prior approval by the President or Academic Dean.
3. The use of passwords for security does not guarantee confidentiality. Therefore, the confidentiality of any message should not be assumed. Remember that the recipient of your message may forward it to others. In addition, when a message is deleted, it is still possible to retrieve and read that message, and it may be subject to disclosure under federal or provincial law.
4. Any electronic mail or facsimile address and/or number and any account assigned and/or associated with the resources provided by the college is the property of Newman Theological College.
5. Some of the resources available through the network may contain objectionable material and/or potentially offensive material. The college neither assumes responsibility for the content of those resources unrelated to the college and over which it has no control, nor endorses any of their contents.
6. The college cannot guarantee that a communication received was actually sent by the purported sender. In case of doubt, validate the authorship and authenticity of any communication.
7. The college does not provide security for communications. Therefore, disclosure of personal information is discouraged especially through email. The college assumes no responsibility for any consequences incurred because of disclosure of personal information.