ACCEPTABLE USE OF INFORMATION TECHNOLOGY POLICY

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.

REGULATIONS

1. 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 the user's prior consent and/or notification.

2. 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 user policy and procedures at any time, without advance notice, subject only to the approval of President.

3. 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 the user's responsibilities are, and what the consequences of misuse are.

   A. Acceptable Use

      i. Acceptable use always includes:
         a) Respect for the rights of others, including the rights of privacy and freedom from harmful and/or offensive intrusions.
         b) Respect for intellectual property rights as legally protected by copyright and license to programs and data as well as contractual obligations.
         c) Respect for the integrity of the computing, Internet and communications systems.

      ii. 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 which are clearly consistent with the purposes of these resources at the College.
         a) Communication is to be used for official business as well as education, academic, and professional activities of faculty, students, and staff.
         b) The official College work is that done by the offices, departments, recognized campus organizations, and other constituencies of the College.
         c) 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.

d) 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. Distribution lists for these purposes are to be secured.

e) Communication to known constituencies for the purpose of authorized fund raising must be approved by the President. Approval is usually given only for College activities.

f) Content generated by the use of the resources must be in keeping with the College community standards, as well as federal and provincial laws.

iii. *Questions as to what is or is not an acceptable use should be directed to the President or Academic Dean.*

B. Unacceptable Use

i. *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:*

a) Damage to or destruction of equipment, software, or data belonging to the College.

b) Disruption or unauthorized monitoring of electronic communications.

c) Creating and/or willfully disseminating computer viruses.

d) Violation of computer system security.

e) Attempt to gain unauthorized access, whether successful or not.

f) Unauthorized use of computer accounts, access codes and/or passwords.

g) Misrepresenting an identity and/or account in any manner.

h) Use involving obscenity, vulgarity, foul or abusive language and/or disinformation in ways that violate the values of Newman Theological College as a Catholic institution.

i) Academic dishonesty (plagiarism, cheating, etc…).

j) Use for the purpose of promoting, viewing, or obtaining pornography and/or sexually explicit text or graphics.

k) Use of visuals and sounds which may be offensive and/or disruptive to others.

l) Any violation of federal and/or provincial laws.

m) Libeling and/or slandering others.

n) Violation of the privacy of another user.

o) Electronic eavesdropping on communication facilities.

p) Violation of copyrights, software license agreements, and/or patent protections.

q) Sending of copyrighted material, proprietary financial information, or confidential personnel information without prior authorization.

r) Representing, giving opinions, or otherwise making statements on behalf of the College unless authorized to do so.

s) Commercial purposes of any type.

t) Unsolicited advertising.

u) Personal financial gain in any form.

v) Using the communication resources for fundraising for non-College organizations.

w) Transferring use to another individual or organization.

x) 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.

y) Extended on-line activities such as excessive game playing.

z) Creating, sending, and/or forwarding electronic chain letters.

ii. *All unacceptable uses are also a violation of one's responsibilities as a user.*

C. Student User Responsibilities

i. *By using the College's computing, Internet and communication resources, students are agreeing, as a condition of use, to accept personal responsibility for considerate, ethical, and responsible behaviour in their use of the available resources.*

a) Students are responsible to use the resources in compliance with applicable laws and College community standards, policies and procedures. It is the student's responsibility to determine what restrictions apply and to review the College's policies and procedures.

b) Students are responsible for using the resources with sensitivity to the rights of others and/or to avoid creating an atmosphere of discomfort or harassment.

c) The College assumes no responsibility for lost or corrupted personal data. Students are responsible for making any back-ups of such data that they have created or maintained.

d) Students are responsible for reporting any weakness discovered in the security of the computing, Internet and communication resources to the IT Department. They are not to explore a weakness on their 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.

e) Students are responsible for identifying clearly and accurately any on-line communication including messages, sentiments, and declarations as coming from them. If they are acting as the authorized agent of a College group, the communication must be identified as coming from the group.

f) Students are responsible for taking 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.

g) Students are responsible for purging messages that are older than one month. The College may purge messages on institutional servers. E-mail is not to be used as a repository for permanent records.

h) Students are responsible for the confidentiality and security of any personal information, such as credit card numbers that they choose to disclose. The College assumes no responsibility for any loss incurred as a result of any such disclosure.

D. Consequence 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 the President or Academic Dean:

i. A written warning to the misuser.

ii. A restriction on user privileges.

iii. A revocation of all user privileges.

iv. *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.*

v. *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.*

E. Institutional Declarations

i. *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 to the appropriate authority within the College without notice or the permission of the student, faculty, staff, and other authorized users.*

ii. 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.

iii. The use of passwords for security does not guarantee confidentiality. Therefore, the confidentiality of any message should not be assumed. 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.

iv. 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.

v. Some of the sources 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.

vi. 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.

vii. The College does not provide security for communications, therefore, disclosure of personal information is discouraged, especially through e-mail. The College assumes no responsibility for any consequences incurred because of disclosure of personal information.