

COMPUTERS AND NETWORKS

POLICY: CS-16
COLLEGE SERVICES

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POLICY

Computer use and the use of technology as a whole have become an integral part of the learning environment. Bow Valley College provides for the use of technology through a system of shared computers and/or shared networks.

This policy will assist the authorized user of Bow Valley College to understand the established conditions of use of Bow Valley College computer services. *This is a College wide policy that includes the computers, networks, data, and the resources owned by Bow Valley College.* Bow Valley College members will adhere to the Computers and Networks Guidelines.

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GUIDELINES

1. **Applicability of Policy and Privilege of Use:**

- 1.1. This policy is applicable to all members of Bow Valley College from any access point, internal or remote. Members of Bow Valley College include:
 - 1.1.1. **All registered students**
 - full-time
 - part-time
 - 1.1.2. **All paid employees:**
 - full-time, part-time employees
 - casual employees and contractors
- 1.2. **All individuals who are formally associated with Bow Valley College.** (e.g. volunteers, board members)
- 1.3. This policy applies to all the computing, voice and network facilities whether individually controlled or shared, stand-alone or networked.
- 1.4. While personally owned computers may be brought to the College by members, they do so at their own risk.

2. **Privilege of use:**

- 2.1. Access to the computing, voice and networking environment at Bow Valley College is a privilege and should be treated as such by all users.

3. **Future interpretation:**

- 3.1. Computing, networking, and related services change very rapidly; thus, this policy may not always be current with regard to terminology, issues, and services. Those in charge with the overseeing of this policy will be expected to deal with future interpretations.

4. **Appropriate Conduct and Use:**

4.1. **Purpose:**

- 4.1.1. Technology has changed how we interact with each other, however it does not change the societal values and the established individual rights with respect to dignity, personal privacy and ownership of property. This policy reflects the general principles of conduct and behavior, and reflects the ethical principles of Bow Valley College. It indicates the privileges and responsibilities to all the members of Bow Valley College.

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4.2. Lawful Use:

- 4.2.1. It is not acceptable to either import or export information, the dominant characteristic of which might subject the institution or the individual user to prosecution under the Criminal Code of Canada. (**For example:** the obscenity and child pornography provisions of the Criminal Code among others cover some but not all sexually explicit material that may exist or be made available in an electronic environment.) The Criminal Code provisions on hate literature as well as all other criminal offences are applicable to the electronic environment whenever the acts perpetrated take place in that environment.
- 4.2.2. Members of the College community who use computing, voice or network facilities for illegal purposes may be subject to prosecution. Any illegal use is also a violation of this College policy and may attract discipline under the appropriate College disciplinary policy.

4.2.2.1. It is illegal to:

- Transmit or display information that violates Canadian laws (e.g., obscenity or child pornography).
- Steal computers and/or computer services.
- Defraud or deceive computer system security.
- Bypass computer authentication, authorization or accounting mechanisms.
- Destroy or disable computers or network equipment belonging to the College or others.
- Delete or modify information (e.g., data, files or programs) belonging to other individuals without their expressed authorization.
- Harass other users, in this case, electronically (either intentionally or unintentionally). Refer to the College's Code of Conduct (CR – 18).
- Disrupt computing, voice services or network services preventing other individuals from carrying out lawful activities.
- Monitor network transmissions without authorization.
- Copy or print copyright materials without authorization. Everything on the Internet is copyrighted unless specified, according to the Copyright legislation.
- Use or copy licensed software without authorization.
- Use a College computer account without authorization after an individual's relationship with the College has been terminated.

This list is in no way comprehensive, but serves as an example.

4.3. Ethical Manner

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- 4.3.1. Computing, voice and network facilities located on and off main campus must be used by all members of the College in accordance with the ethical standards of the College.
- 4.3.2. Members of the College community who use computing, voice or network facilities for activities deemed to be unethical violate this College policy and may incur discipline under the appropriate College disciplinary policy.

4.3.2.1. It is unethical to:

- Use College computing, voice or network facilities in ways that is not consistent with the learning environment of the College.
- Violate network usage policies or regulations.
- Violate another's privacy.
- Use computer accounts, passwords or network identification codes assigned to other individuals.
- Access information (e.g., data, files or programs) belonging to other individuals or organizations without authorization.
- Publicly display or transmit material from College computers that is inconsistent with the learning environment (e.g., sexually offensive images or messages).
- Use College computing, voice or network facilities for personal business purposes.
- Use College computing, voice or network facilities for partisan political purposes.
- Use computing, voice or networks for academic dishonesty (e.g., plagiarism or cheating).
- Mask the identity of a computer user, computer account or network address.

This list is in no way comprehensive, but serves as an example.

4.4. Copyright

- 4.4.1. The intellectual property protections of copyright law are operative for all materials present in electronic form. Unless the material is clearly in the public domain or unless there is explicit release by the copyright owner, information available on a computer or on a network may not be copied without permission.
- 4.4.2. All Bow Valley College information in electronic format is proprietary and confidential to Bow Valley College, and is not to be transferred or copied to any unauthorized party.

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4.4.3. The copyright license acquired by Bow Valley College from Access Copyright, the Canadian Copyright Licensing agency, does not, at this time authorize any copying of electronic material.

4.4.4. All materials on the Internet are copyrighted unless specified otherwise.

4.5. Controversial/Objectionable Material

4.5.1. There are electronic materials that are not subject to legal sanction yet may be objectionable or repugnant to persons other than the importer. The importation of such material is permitted with caution that such importation should have an underlying academic or educational purpose.

4.5.2. The exportation of objectionable materials may be deemed inappropriate as well as illegal criminally or civilly, particularly when distribution is in an unsolicited manner to persons who object to receiving such material.

4.5.3. The display of sexually explicit images in public spaces and the initiation of unsolicited communication with sexual content would normally contravene Bow Valley College's Code of Conduct policy.

4.5.4. The inappropriate use of computing, voice and networks may also open the College and the individual users to claims for damages for violation of the third parties through copyright infringement, libel, breach of privacy or proprietary rights. The College will take steps to protect itself from such threats through reasonable regulation and protective measures.

4.6. Integrity of the Network: Integrity of the Network

4.6.1. All reasonable steps will be taken to assure the viability and availability of the network and protect it from threats and action that endanger that viability.

4.6.2. Bow Valley College will not conduct general monitoring of the content of electronic files. However, where allegations of inappropriate or unlawful use arise, Bow Valley College reserves the right to access and/or monitor all electronic files. Such access or monitoring will only be undertaken with the approval of the Vice President, College Services.

4.7. Effective Use of Resources:

4.7.1. The overall quantity of computing, voice and networking resources at Bow Valley College is finite and frequently will be insufficient for unrestricted use by all members of Bow Valley College. All users are required to use these resources in a manner that is equitable and appropriate to their activities within the academic environment.

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4.7.2. Other activities may be permitted from time to time when resources allow. Bow Valley College reserves the right to ration its resources when necessary and to suspend or even prohibit some types of activity that impair the capacity of its systems to support the primary missions of Bow Valley College.

5. Access to Confidential Information by Staff:

5.1. Computing administrators may observe network traffic in the normal course of their responsibilities for the administration and protection of the computing, voice and network system. The contents of all traffic observed will be held in strict confidence by the administrators except when it becomes necessary to investigate breaches of security of policy. Any information that becomes known in these processes will be shared only on the need to know basis with those responsible for security and the administration of relevant Bow Valley College policies. This policy will apply to all staff that may have access to any confidential information pertaining to any member of Bow Valley College, past or present.

6. Privacy:

6.1. Except in situations where there are allegations of contravention of the law or Bow Valley College regulations, all files created, received, or retained by authorized user of Bow Valley College computers or networks are deemed to be private to the individual, subject to the F.O.I.P. Act.

6.2. If a user is suspected of using Bow Valley College computers for illegal purposes, access to files, directories or other user information may be granted to persons outside the College only by appropriate order of a competent court.

7. Obligations and Responsibilities of the User

7.1. Authorized users of the College are expected to use these resources in an ethical and legal manner that is considerate of the diverse needs of all others.

7.2 All members of the College community are expected to take reasonable measures to ensure their access/account is protected from unauthorized access or use by others.

7.3 File Management

All electronic files stored on any networked computer device at Bow Valley College should be managed in accordance with instructions that may be issued by Information Technology Services from time to time.

7.4 As with all legal and ethical matters, ignorance of the policy does not excuse violations.

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7.5 Agreement to being bound by these policies is required of all users as a condition of registration on any networked computer systems at Bow Valley College.

7.6 The College is expected to take suitable legal or disciplinary action when violation of the law or the policy is established.

7.7 Any member of the College community who, without authorization, accesses, uses, alters, damages or disables any part of the computing, voice or network facilities provided by the College, has engaged in unacceptable conduct may be subject to discipline and/or prosecution.

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10.8 7.8 Internal use

7.8.1 The use of College computing, voice and network facilities is intended for the authorized users of Bow Valley College for the purposes related to education, research, and administration.

7.8.2 The use of Bow Valley College computing, voice and network resources by individuals who are not members of the College community is permitted only by special arrangement with the appropriate computer system administrator.

7.9 External use

7.9.1 Use of any College computing, voice and network facilities that compromise the reliability or security of a computer system located at another site will be treated the same as on main campus.

7.10 Responsibilities of damage

7.10.1. In exchange for the use of the College computing, voice and network facilities, members of the College community agree to compensate the College for any loss or damage to the computers or computer service. The College will not be held responsible for any loss, expense or damage incurred by the member as a result of inappropriate use of the College's computing, voice and network services.

8. Application of General Regulations

8.1 All policies and regulations applied in the non-electronic environment of Bow Valley College are applicable to the electronic environment wherever possible.

8.1.1 Relevant policies include:

- Academic Honesty LS-08
- Performance Standards LS-02
- Code of Conduct CS-18
- Learner Appeals LS-14

9. Sanctions:

9.1 Violation of the policies described in the computing, voice and networks policy for illegal and unethical use of the computing, voice and network facilities will be dealt with seriously.

9.2 Illegal acts involving Bow Valley College computing, voice or network facilities may be subject to investigation and prosecution.

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9.3 Violators of the law and the ethical requirements established by the College will be subject to normal appeal and disciplinary procedures of the College. In addition to any penalties or sanctions under these policies, severe restriction or loss of computing privileges may result.

9.4 Reinstatement of computing, voice privileges will only occur when the following conditions have been met:

9.4.1 A written request for reinstatement to the Dean or Manager of the department where the infraction occurred.

9.4.2 Subject to approval, reinstatement can occur, at the Dean or Manager's discretion.

This is not a comprehensive list of the applicable Bow Valley College policies.