

Policy Name	Appropriate Use of Information Technology Resources		
Policy #	801	Category	Information Management
Policy Sponsor	Associate Vice-President, Information Technology Services	Previous Revision Date	November 7, 2012
Policy Approved by	President & CEO	Revision Date	May 8, 2023
Procedures Approved by	CFO & Vice-President, Administrative Services	Review Date	May 8, 2028

See the related [POLICY](#).

PROCEDURES

1.0 Inappropriate use by student

- 1.1 Suspected violations of this policy by a student are to be reported to the program head for the program in which the student is registered.
- 1.2 If required, Information Technology Services (ITS) will assist the program head to determine if a violation of this policy has occurred. A program head requesting assistance must specify the nature of the suspected violation prior to beginning an investigation.
- 1.3 Should a violation of this policy be confirmed, the program head will determine if the violation requires suspension of access privileges and notify ITS accordingly.
- 1.4 Other penalties may be imposed in accordance with established Saskatchewan Polytechnic policies. If the violation is determined or suspected to be of a criminal nature, the matter will be referred to appropriate law enforcement authorities.

2.0 Inappropriate use by staff

- 2.1 Suspected violations of this policy by an employee are to be reported to the individual's supervisor.
- 2.2 The employee's supervisor, in consultation with Human Resources, will determine if further investigation is required.
- 2.3 If required, ITS will assist the employee's supervisor and Human Resources to determine if a violation of this policy has occurred. A supervisor requesting assistance must specify the nature of the suspected violation prior to beginning an investigation.
- 2.4 The supervisor, in consultation with Human Resources, may request immediate suspension of access privileges if it is considered to be warranted. The employee suspected of a violation will be informed of the access privilege suspension as soon as reasonably possible by their supervisor.
- 2.5 ITS will not begin their investigation until the employee under investigation has been notified of the investigation by their supervisor. At the time of notification, the employee's computer

may be removed by ITS and replaced with a temporary device. If removed, the employee's computer will be stored with Human Resources to ensure the device is properly secured to prevent any tampering with the contents of the computer.

- 2.6 At the conclusion of the investigation, ITS will provide a report to the employee's supervisor and Human Resources.
- 2.7 Suspension of access privileges will be lifted upon the authorization of the employee's supervisor.
- 2.8 Other penalties may be imposed in accordance with established Saskatchewan Polytechnic policies. If the violation is determined or suspected to be of a criminal nature, the matter will be referred to appropriate law enforcement authorities.