



## POLICY STATEMENT

Policy Name	<b>Appropriate Use of Information Technology Resources</b>		
Policy #	<b>801</b>	Category	<b>Information Management</b>
Policy Sponsor	<b>Associate Vice-President, Information Technology Services</b>	Previous Revision Date	<b>August 24, 1998</b>
Policy Approved by	<b>President &amp; CEO</b>	Issue or Revision Date	<b>November 7, 2012</b>
Procedures Approved by	<b>CFO &amp; Vice-President, Administrative Services</b>	Review Date	<b>November 2017</b>

See the related [PROCEDURES](#).

### PURPOSE

In support of its mission in teaching, learning and services, SASKPOLYTECH makes computing, network and other information technology resources available to its employees and students.

### POLICY

This policy applies to all employees and students within the SASKPOLYTECH community and to others who have been granted the use of SASKPOLYTECH's information technology resources. This policy refers to all information technology resources within SASKPOLYTECH whether individually controlled or shared, stand-alone or networked. It applies to all computer and communication facilities owned, leased, operated or contracted by SASKPOLYTECH including personal computers, smartphones, PDAs, networks and associated peripherals and software. All individuals having access to SASKPOLYTECH's computing systems are bound by Canadian and Saskatchewan laws and statutes relating to copyright, obscenity, harassment and security regarding electronic media.

#### 1.0 Responsible and authorized use.

All students and employees are entitled to use SASKPOLYTECH computing facilities for which they have been authorized. As such, all users of SASKPOLYTECH-owned or SASKPOLYTECH-leased information technology resources must:

- 1.1 Take responsibility for the integrity of the resources under their control;
- 1.2 Respect the rights of others, including safe guarding the privacy of person-to-person communication and other personal and confidential information.
- 1.3 Respect and comply with all laws, SASKPOLYTECH policies, copyrights, software licenses, contractual agreements and intellectual property rights (reference SASKPOLYTECH copyright policy #117).
- 1.4 Use the computing system for bona fide educational purposes in support of SASKPOLYTECH's goals and objectives. Other uses not authorized by SASKPOLYTECH, such as conducting commerce, are not permitted (see SASKPOLYTECH conflict of interest policy #704). The computing system may be used for incidental personal use.

- 1.5 Abide by the security practices, measures and restrictions in place.
- 1.6 Have proper authorization for the technology resources used and accessed.
- 1.7 Provide proper and correct sender identification in all electronic correspondence.
- 1.8 Not monitor network transmissions and general network traffic on SASKPOLYTECH networks.
- 1.9 Not use computing and network 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, SASKPOLYTECH policies or community standards.

The foregoing is **not** intended as an **exhaustive** list of permissions and prohibitions governing the use of computing and network resources. Sections 342.1, 430 and other parts of the Criminal Code as well as parts of the Canadian Charter of Rights and Freedoms and other relevant legislation are also pertinent. Individuals must report violations of this policy and possible security lapses to the Information Technology Services department to ensure SASKPOLYTECH's information technology resources can be maintained.

## 2.0 Rights of authorized users.

All users of SASKPOLYTECH-owned or SASKPOLYTECH-leased information technology resources must be aware that access to technology resources is a privilege. However, having been granted the privilege, authorized users of SASKPOLYTECH's computing system have certain rights with respect to their studies or employment including:

- 2.1 Access shall not be denied or removed without just cause.
- 2.2 The resources and other devices or networks to which they are connected will not be violated by misrepresentation, tampering, destruction or theft.
- 2.3 A right to privacy but not absolute privacy of their files, data and electronic mail unless the integrity and availability of SASKPOLYTECH's computing system is jeopardized.
- 2.4 Authorized access to and use of the resources will be protected by SASKPOLYTECH as is technically and reasonably possible.

## 3.0 Maintenance of resources by SASKPOLYTECH Information Technology Services.

- 3.1 All files on SASKPOLYTECH computers are owned by SASKPOLYTECH and are the property of SASKPOLYTECH. SASKPOLYTECH reserves the right to inspect that property in appropriate circumstances and take measures to ensure the integrity and availability of SASKPOLYTECH's information technology resources.
- 3.2 Information Technology Services has the right to examine files, data and email to gather sufficient information to diagnose and correct system hardware and software problems or to determine if a user is acting in violation of the policies stated in this document.
- 3.3 Information Technology Services has the right to suspend an account or access to SASKPOLYTECH's networks without prior notification to users if they are deemed to be in violation of SASKPOLYTECH policies.

SASKPOLYTECH reserves the right to recover from its employees any direct or indirect costs incurred as a result of any violation of this policy, in addition to any other disciplinary sanctions which may be imposed.