



## 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>November 7, 2012</b>
Policy Approved by	<b>President &amp; CEO</b>	Issue or Revision Date	<b>May 8, 2023</b>
Procedures Approved by	<b>CFO &amp; Vice-President, Administrative Services</b>	Review Date	<b>May 8, 2028</b>

See the related **PROCEDURES**.

### PURPOSE

The purpose of the policy is to make clear the appropriate uses for computing, network and other information technology resources at Saskatchewan Polytechnic.

### SCOPE

This policy applies to all employees and students within the Saskatchewan Polytechnic community and to others who have been granted the use of Saskatchewan Polytechnic's information technology resources. This policy refers to all information technology resources within Saskatchewan Polytechnic whether individually controlled or shared, stand-alone or networked.

### GUIDING PRINCIPLES

1. In support of its mission in teaching, learning and services, Saskatchewan Polytechnic makes computing, network and other information technology resources available to its employees and students.
2. Saskatchewan Polytechnic grants access to information technology resources with the requirement students and employees utilize resources in a careful, respectful manner and in ways appropriate to their role in the institution.
3. All individuals having access to Saskatchewan Polytechnic's information technology resources are bound by Canadian and Saskatchewan laws and statutes including those relating to copyright, obscenity, harassment and security regarding electronic media.
4. The entire Saskatchewan Polytechnic community has a role to play in safeguarding the security of the Saskatchewan Polytechnic network and information technology resources and in protecting the reputation of the institution.

## POLICY

### 1.0 Access and Responsible Use

- 1.1 Saskatchewan Polytechnic information technology resources are provided to students and employees for teaching, learning, research and administration purposes.
- 1.2 Occasional and incidental personal use of these resources is permitted with the requirement that such use does not compromise the business of Saskatchewan Polytechnic, place Saskatchewan Polytechnic at risk or compromise the integrity or performance of Saskatchewan Polytechnic information technology resources.
- 1.3 Information technology resources are not to be used for any personal gain or for the conduct of business operations outside Saskatchewan Polytechnic. Policy 704 Conflict of Interest will be used to determine any possible violations of this provision.
- 1.4 All users of Saskatchewan Polytechnic-owned or Saskatchewan Polytechnic-leased information technology resources must:
  - 1.4.1 Take responsibility for the integrity of the resources under their control.
  - 1.4.2 Respect the rights of others, including safeguarding the privacy of person-to-person communication and other personal and confidential information.
  - 1.4.3 Respect and comply with all applicable laws, Saskatchewan Polytechnic policies, copyright legislation and requirements, software licenses, contractual agreements and intellectual property rights.
  - 1.4.4 Abide by the security practices, measures and restrictions in place.
  - 1.4.5 Have proper authorization for the technology resources used and accessed.
  - 1.4.6 Provide proper and correct sender identification in all electronic correspondence.
  - 1.4.7 Not monitor general network traffic on Saskatchewan Polytechnic networks.
  - 1.4.8 Not use information technology 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, Saskatchewan Polytechnic policies.
- 1.5 Access to an individual employee's electronic communication records may be granted to an internal third party in cases of unexpected or prolonged absence or departure from Saskatchewan Polytechnic. Requests for access will be granted if there is a specific, legitimate business need that is clearly identified within the request, the request is for a specified limited time and the request is approved by the appropriate Senior Leadership Assembly member, as established by Saskatchewan Polytechnic.
- 1.6 Anyone granted access to another employee's email data is expected to treat all email which is accessed as confidential. It shall not be disclosed to any other person, except those directly associated with the business requirement for which access was granted. Access under this provision is not intended to be used for general access or review of the email data of other employees.

The foregoing is **not** intended as an **exhaustive** list of permissions and prohibitions governing the use of information technology resources.

## 2.0 Rights of authorized users.

All users of Saskatchewan Polytechnic-owned or Saskatchewan Polytechnic-leased information technology resources must be aware that access to such resources is a privilege. Having been granted the privilege, authorized users of Saskatchewan Polytechnic's information technology resources 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 Authorized access to and use of the resources will be protected by Saskatchewan Polytechnic as is technically and reasonably possible.

## 3.0 Maintenance of resources by Saskatchewan Polytechnic Information Technology Services (ITS).

- 3.1 Saskatchewan Polytechnic will choose over time which services and infrastructure to provide based on a variety of evolving needs. This includes providing only one computer per employee for routine business. The services offered and how they are delivered (such as hosted on campus or outsourced to vendors) may change over time, at Saskatchewan Polytechnic's discretion.
- 3.2 Saskatchewan Polytechnic reserves the right to inspect information technology resources in appropriate circumstances and take measures to ensure the integrity and availability of Saskatchewan Polytechnic's information technology resources.
- 3.3 Saskatchewan Polytechnic does not monitor individual use of electronic communication tools and services as a routine matter; however, it may do so to the extent permitted by law as necessary to maintain the integrity and efficiency of its information technology resources.
- 3.4 Saskatchewan Polytechnic reserves the right to inspect and disclose the contents of any person's electronic mail, discussion board messages, files, and any other forms of electronic communication in circumstances such as legal procedures, or investigations of possible misuse or misconduct related to these and all information technology resources.
- 3.5 ITS reserves the right 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 provisions stated in this policy.
- 3.6 ITS has the right to suspend an account or access to Saskatchewan Polytechnic's networks and information technology resources without prior notification to users if they are deemed to be in violation of Saskatchewan Polytechnic policies.

## 4.0 Compliance

- 4.1 All new students and employees will be made aware of this policy during the appropriate orientation process.
- 4.2 Employees must report violations of this policy and possible security lapses of which they become aware to the ITS department to ensure that the integrity of Saskatchewan Polytechnic's information technology resources can be maintained.

- 4.3 Any non-compliance with this policy can lead to the loss of access and/or disciplinary actions.

## 5.0 Internet Access

- 5.1 Internet access at Saskatchewan Polytechnic is controlled through individual accounts and passwords.
- 5.2 Installation, operation and maintenance of Saskatchewan Polytechnic internet service shall be the responsibility of the ITS department.
- 5.3 Employees at Saskatchewan Polytechnic are encouraged to use the internet to further the goals and objectives of Saskatchewan Polytechnic. The types of activities that are encouraged include:
- (a) Communicating with fellow employees, business partners of Saskatchewan Polytechnic and clients within the context of an individual's assigned responsibilities.
  - (b) Acquiring or sharing information necessary or related to the performance of an individual's assigned responsibilities.
  - (c) Participating in educational or professional development activities.
- 5.4 There are security, privacy and confidentiality risks inherent in accessing or transmitting information through the internet, whether the connection to the internet is facilitated through wired or wireless technology. These security issues range from interception of transmissions, loss of data or the introduction of viruses or other programs that can damage user computers or networks. Saskatchewan Polytechnic shall not be responsible or liable, directly, or indirectly, for any damage or loss caused or alleged to be caused in connection with student and employee access to or transmission of information through the Internet.
- 5.5 The internet may not be used for illegal or unlawful purposes, including but not limited to, copyright infringement, obscenity, libel, slander, fraud, defamation, plagiarism, harassment, intimidation, forgery, impersonation, illegal gambling, soliciting for illegal pyramid schemes, and computer tampering (e.g., spreading computer viruses).
- 5.6 The internet may not be used in any way that violates Saskatchewan Polytechnic's policies. Use of the internet in a manner that is not consistent with the mission of Saskatchewan Polytechnic, misrepresents Saskatchewan Polytechnic, or violates any Saskatchewan Polytechnic policy is prohibited.
- 5.7 Saskatchewan Polytechnic prohibits use for mass unsolicited mailings, access for non-employees to Saskatchewan Polytechnic resources or network facilities, uploading and downloading of files for personal use, access to pornographic sites, gaming, and competitive commercial activity unless pre-approved by Saskatchewan Polytechnic.
- 5.8 Employees may not establish company computers as participants in any peer-to-peer network, unless approved by ITS.
- 5.9 ITS reserves the right to prohibit high-volume data transfers, hosting a web server, IRC server or any other server is prohibited.

## 6.0 Electronic Communications Services

- 6.1 Saskatchewan Polytechnic will provide an electronic communication account and address for each official student and employee to be used in conjunction with their Saskatchewan Polytechnic duties or activities.
- 6.2 Saskatchewan Polytechnic will provide electronic communication accounts to the following:
  - (a) Faculty from other educational institutions in cases of joint program delivery.
  - (b) External vendors supporting ITS.
  - (c) Other groups as determined by Senior Leadership Council.
- 6.2.1 The accounts created pursuant to Section 6.2 above will not be included in any Saskatchewan Polytechnic or campus email distribution list. Users of these accounts are required to respect and follow all Saskatchewan Polytechnic policies and procedures related to the use of electronic communication services.
- 6.3 Students and employees are responsible for all email sent from their account and should take appropriate precautions to ensure that their passwords are changed regularly and not shared with anyone.
- 6.4 Any email communication initiated from or delivered to any Saskatchewan Polytechnic email account or electronic communication server is the property of Saskatchewan Polytechnic. Therefore, students and employees of these services do not have a complete right to privacy of their electronic communication records.
- 6.5 Authorized users are permitted to connect to Saskatchewan Polytechnic's email system through a Mobile Communications Device, provided they meet the standards established by ITS to do so safely.
- 6.6 Student electronic communication accounts will be disabled upon completion of their program of study and/or after fourteen months of inactivity. Electronic communication services for faculty and staff will be disabled upon termination of employment.
- 6.7 Students, and employee retain limited access to the Saskatchewan Polytechnic portal indefinitely for access to personal information such as tax forms, unofficial transcripts and pay information.

## DEFINITIONS

**Electronic Communication Services** include, but are not limited to, electronic mail (email), instant messaging, blogs, wiki's, electronic discussion boards & chat, voice and video messaging and similar technologies hosted within the SASKPOLYTECH network.

**Information Technology Resources** means all computer and communication facilities owned, leased, operated, or contracted by Saskatchewan Polytechnic including personal computers, smartphones, PDAs, networks and associated peripherals and software.

**Information Technology Services** is a division of dedicated professionals providing information technology solutions and support across Saskatchewan Polytechnic.

**NOTE:** Amendment made on July 15, 2024, to section 3.1 to add "This includes providing only one computer per employee for routine business". Amendment approved by President on July 3, 2024.