

## PROCEDURES

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>May 8, 2023</b>
Policy Approved by	<b>President &amp; CEO</b>	Revision Date	<b>July 15, 2024</b>
Procedures Approved by	<b>CFO &amp; Vice-President, Administrative Services</b>	Review Date	<b>July 15, 2029</b>

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 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.

### 3.0 One Device Per Employee

- 3.1 This procedure aims to optimize the utilization of institutional resources, ensure equitable and sustainable access to computing technology, and to streamline the management of computing assets within Saskatchewan Polytechnic through the allocation and management of one computer device per employee.
- 3.2 This procedure applies to devices assigned to employees specifically to conduct routine business in their assigned roles. Specialized devices are not attributed to an employee and therefore outside the scope of this procedure.
- 3.3 Specialized devices include, but are not limited to:
  - Devices used for a specific purpose or software application (e.g., research computing, simulation systems, academic content delivery, lab, and test center computers, point of sale systems).
  - Technology infrastructure such as servers, storage, and network infrastructure.
  - Devices used solely for displaying information (e.g., computer monitors, televisions, kiosks).
  - Devices that are solely used for telephony, faxing, printing, scanning.
  - Android & Apple tablets

### 4.0 Standard Device Allocation

- 4.1 Information Technology Services (ITS) will provide one, pre-approved 'standard' computer per employee. This institutionally owned and managed computer will be replaced on a predetermined Evergreen cycle. The costs associated with allocating and maintaining this device are the responsibility of ITS.

### 5.0 Non-standard Computer Requirements

- 5.1 An employee with job duties that require 'non-standard' computer specifications will be required to document the requirements for approval and the additional funds are the responsibility of the requesting org.

### 6.0 Additional Approvals

- 6.1 All non-standard computers, requests for early replacements, and exceptions to this procedure may require additional ITS and financial approvals.

## 7.0 Roles and Responsibilities

7.1 It is the responsibility of the supervisor to open a service request when a device will be reallocated to another employee to ensure:

- the device is reset and ready for the next employee.
- the device serial or asset number is updated in inventory records.

## 8.0 Loss and Accidental Damage

8.1 Lost or stolen computers managed through the Evergreen Program will be replaced by ITS if reported immediately. The immediate out-of-scope supervisor is responsible for reporting the loss promptly to the ITS Service Desk and providing information about the location, date/time, and circumstances of the loss.

8.2 In cases of accidental damage falling outside the device manufacturer's warranty period, ITS reserves the right to determine whether the extent of the damage justifies repair or accelerated replacement.

## 9.0 Device Return and Disposal

9.1 Upon termination of employment or extended leave, an employee's assigned computer must be returned immediately to the supervisor, out-of-scope manager, or ITS for reallocation.

9.2 In circumstances where the device cannot be returned promptly the costs associated with computer replacement are the responsibility of the employee's org.