

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>	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 [POLICY](#).

### PROCEDURES

- 1.0 All new students and employees will be made aware of this policy during the appropriate orientation process.
- 2.0 Inappropriate use by students:
  - 2.1 Suspected violations of this policy by a student are to be reported to the student's program head.
  - 2.2 If required, Information Technology Services 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 an investigation beginning.
  - 2.3 Should a violation of this policy be confirmed, the program head will determine if the violation requires suspension of privileges and notify Information Technology Services accordingly.
  - 2.4 Other penalties may be imposed in accordance with established SASKPOLYTECH 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 Inappropriate use by employees.
  - 3.1 Suspected violations of this policy by an employee are to be reported to the individual's supervisor.
  - 3.2 The supervisor, in consultation with Human Resources, will determine if further investigation is required.
  - 3.3 If required, Information Technology Services will assist the 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 an investigation beginning.

- 3.4 The supervisor, in consultation with Human Resources, may request immediate suspension of access privileges if warranted. The individual suspected of a violation will be informed of the access privilege suspension as soon as reasonably possible by their supervisor.
- 3.5 Information Technology Services will not begin their investigation until the individual under investigation has been notified of the investigation by the supervisor. At the time of notification, the individual's computer may be removed by Information Technology Services and replaced with a temporary device. If removed, the individual'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.
- 3.6 At the conclusion of the investigation, Information Technology Services will provide a report to the supervisor and Human Resources.
- 3.7 Any access privileges suspension will be lifted upon the authorization of the individual's supervisor.
- 3.8 Other penalties may be imposed in accordance with established SASKPOLYTECH policies. If the violation is determined or suspected to be of a criminal nature, the matter will be referred to appropriate law enforcement authorities.