Information Technology Usage
Policy

A. CONTEXT AND PURPOSE

1. The University provides Information Technology (IT) resources to Kwantlen Polytechnic University (KPU) users to support the teaching, learning, research and administrative goals and functions of the University.

2. The University technology resources are valuable community assets which are expected to be used and managed responsibly to ensure integrity, security, privacy and availability for the academic and administrative activities of the University.

3. This policy establishes acceptable and unacceptable uses of technology resources, thereby ensuring a stable, effective and efficient operation while minimizing potential disruption and risk. All users of KPU's technology resources must review, acknowledge and adhere to the contents of this policy.

B. SCOPE AND LIMITS

1. This policy and its related procedure apply to all authorized users as defined below:

   - All University employees.
   - All University Students.
   - All contractors and third-party agents paid directly by KPU or another party to work on behalf of KPU.
   - Alumni and individuals associated with the University and/or working on behalf of the University who have access to university information.
   - Any other party that accesses and uses University technology resources.

2. This Policy defines the "acceptable use" of KPU's Information Technology (IT) resources.

3. This policy applies to any and all use of KPU Technology Resources. KPU Technology Resources include but are not limited to:

a. Computer networks, systems, servers, software, databases, data and information, shared and collaboration digital platforms, University social media platforms, equipment and devices, email, wireless, cloud services and the University internet connections.
b. Desktops, laptops, phones, cell/smart phones, tablets, cameras, Audio / Video equipment, other technology systems and any future technology resources or services as they are added to KPU's technology environment.
c. The use of personal or unauthorized equipment connected to the University's network and/or technology resources.

C. STATEMENT OF POLICY PRINCIPLES

1. This policy is based on the principle that KPU technology environment is provided to support KPU's business.

2. KPU Technology Resources shall only be used for the purposes, and in a manner, which is consistent with the requirements of the University's teaching, learning, administrative functions, research and scholarship. Such use shall be in accordance with the University's respective policies.

3. To ensure that KPU's Technology Resources are available, secure, and safe, authorized users are prohibited from engaging in any activity with technology resources that may jeopardize the integrity of the University's technology resources or reputation.

4. While members of the University community are granted access to KPU Technology Resources, the University reserves the right to limit, restrict, withdraw or extend privileges and access.

5. The University owns KPU Technology Resources and is responsible for their use. The University reserves the right to ensure that KPU Technology Resources is used lawfully and appropriately.

6. Use of the University's Technology Resources for any business or commercial use that is outside the scope of the University's function or unrelated to one's employment or studies at the University is prohibited unless such use is sponsored and approved by the University.

D. DEFINITIONS

Refer to Section A of IM3 *Information Technology* Usage Procedure for a list of definitions in support of this Policy.

E. RELATED POLICIES & LEGISLATION

AD2 *Student Complaints about Instruction, Services and Employees*
AR3 *Confidentiality of Students Records/Files*
IM1 *Copyright Compliance*
IM2 *Freedom of Information and Protection of Privacy*
IM4 *Confidentiality Policy / Procedures*
IM9 *Information Security*
ST2 *Student Academic Integrity*
ST7 *Student Conduct (Non-Academic)*

Criminal Code of Canada
Copyright and Trademarks Act
B.C. Human Rights Code
B.C. Freedom of Information and Protection of Privacy Act
B.C. Civil Rights Protection Act

F. RELATED PROCEDURES

IM3 *Information Technology Usage*