

Policy History
<b>Policy No.</b> IM3
<b>Approving Jurisdiction:</b> President
<b>Administrative Responsibility:</b> Vice President Finance & Administration
<b>Effective Date:</b> June 4, 2011

## Information and Educational Technology Usage Policy

---

### CONTEXT AND PURPOSE

The University provides Information and Technology (IT) resources to Kwantlen Polytechnic University users to support the teaching, learning, research and administrative goals and functions of the University. These IT resources are valuable community assets which are expected to be used and managed responsibly to ensure their integrity, security and availability for the educational and administrative activities of the University.

This policy establishes guidelines for both acceptable and unacceptable uses of IT resources, thereby ensuring a stable, effective and efficient operation while minimizing potential disruption and risk.

### SCOPE AND LIMITS

This Policy and its related Procedures apply to:

- All University owned or controlled IT resources of the University including networks, information systems, applications, computing and communication devices and information assets.
- Any member of the University community including students, employees and other individuals or organizations that uses University IT resources on or off Campus.
- The use of non-institutional equipment connected to the University's networks.

- User generated content through online publishing and discussion including blogs, wikis, file-sharing, user-generated video and audio, virtual worlds and social networks.

## **STATEMENT OF POLICY PRINCIPLES**

1. IT resources shall be used in a manner which is consistent with the requirements of the University's teaching, learning, research and administrative functions.
2. Signature on an account application form or on-line registration for a service denotes that the applicant has read and understands these Policy and Procedures documents and also denotes acceptance of the terms of use described in these documents.
3. While members of the University community are granted access to IT resources for University-related activities and may use such resources for the purposes of fulfilling their requirements and responsibilities, the University reserves the right to limit, restrict, withdraw or extend privileges and access.
4. The user of University IT resources bears the primary responsibility for the material that he or she chooses to access, send or display. The IT resources may not be used in any manner which contravenes the guidelines for acceptable use or related policies, acts, laws or statutes.
5. Users of the University's IT resources should have no expectation of privacy. The University owns the information technology infrastructure and is responsible for its use. The University reserves the right to take action to ensure that its information technology is used lawfully, appropriately and efficiently in the pursuit of the primary purposes of the institution. The University will comply with any court orders or legislation that bans specific information.
6. Use of the University's IT resources for outside business, commercial or non-incidentual personal use is prohibited unless such use is sponsored and approved by the University.
7. Guidelines to appropriate and inappropriate uses are included in the Procedures document that accompanies this Policy.
8. Incidentual personal use is acceptable as long as it does not interfere with the use of University resources for their intended purposes and, in the case of employees, as long as it does not interfere with their job performance.
9. Users are prohibited from accessing other users' identification codes or accounts and communications capabilities, without specific prior authorization from the appropriate head of the Unit involved.
10. Users are responsible for all uses through their own electronic accounts and must not share passwords to any accounts to which they have access except as outlined in 9 above.
11. Breaches of this Policy and its related Procedures will be subject to the full range of disciplinary actions available to the University including relevant University policies (e.g. Policy ST7, Student Conduct (Non-Academic)), collective

agreements and relevant legislation (e.g. the Criminal Code of Canada, the B.C. Civil Rights Protection Act, the B.C. Freedom of Information and Protection of Privacy Act and the B.C. Human Rights Code).

## **DEFINITIONS**

Refer to the related Procedures document for definitions which will enhance the reader's interpretation of this Policy.

## **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*

*ST2 Student Academic Integrity*

*ST7 Student Conduct (Non-Academic)*

[Criminal Code of Canada](#)

[Copyright and Trademarks Act](#)

[BC Human Rights Code](#)

[BC Freedom of Information and Protection of Privacy Act](#)

[BC Civil Rights Protection Act](#)

Acceptable use policies established by networks to which Kwantlen is connected.

## **RELATED PROCEDURES**

Refer to *IM3 Information and Educational Technology Usage Procedures*