

COMPUTER AND DATA USE POLICY

1.0 INTRODUCTION

The Computing Systems and resources of The College serve to support and enhance the academic mission of the College and its community. Access to the computing systems and resources of the College is a privilege to be used in effective, ethical and lawful ways that support the values of the College. The College will endeavour to maintain an atmosphere which balances respect for individual users with proper respect for College facilities and for College and community standards.

2.0 APPLICATION

This operating policy is applicable to the entire college community using any device connected to the College data network from any access point, internal or remote. This policy includes all privately owned computers connected to the The College network. In this context, the College community includes all registered students, all paid employees, full time, part time and casual; and all others associated with the College including Governing Body members, retirees, volunteers, or contractors and such visitors as are granted periodic user status by the College.

3.0 PRINCIPLES

- I. Computing resources are provided primarily to support the College mission.
- II. College community users are expected to comply with both the State Govt. and the Central Govt. laws and the College rules.
- III. Members of the College community are responsible and accountable for their actions and statements in the electronic working and learning environment, according to the disciplinary policy of their respective jurisdiction.
- IV. Members are expected in the reasonable restraint in the consumption of these valuable shared resources, and to use them in ways that do not interfere with the study, work or working environment of other users.

4. USER RESPONSIBILITIES

- Users are responsible for any and all use of their User Accounts. As such:
- Users should maintain secure passwords for any and all accounts assigned to them.
- Users should ensure and safeguard against others obtaining unauthorized access to their accounts.
- Users should not share passwords or any other access control information for their accounts.
- Users are responsible for ensuring the confidentiality of any restricted data or information they have been granted access to.
- Users should ensure that confidential information is not observed by others while working at a computer.
- Users should not leave their computers unattended while logged on to their accounts.
- Users should exercise discretion when printing confidential information which may be viewed or observed by unauthorized persons.
- Users may not copy, send, duplicate or transmit by any means, confidential data from College systems for any purpose other than performance of College related business.
- Users must not move, copy or transfer programs, files or other forms of software from one computing system to another without proper authorization to do so.
- Users must not distribute, sell or make available software to any person where prohibited by copyright or license.
- Users must not access and use software belonging to or owned by The College without proper authorization and license rights.

5 USER RESTRICTIONS

Users must use computing resources only for the purposes for which they were authorized. As such:

1. Users must not use College computing resources for private business use or any form of direct personal financial gain.
1. Users must not use College computing resources to build support for personal or political interest.
2. Users must not use College computing resources for the creation, transmission, storage, access or viewing of materials which in any way contribute, support or promote actions which are prohibited on the basis of harassment and/or discrimination including but not limited to the categories of:
 - Harassment

- Sexual Harassment
- Racial/Ethnic/Cultural Harassment;
- Discrimination
- Poisoned Environment
- Hate Literature
- Systemic Harassment/Discrimination
- Reprisal

Users must not use College computing resources for the creation, transmission, storage, access or viewing of materials which are deemed by the College to serve no useful academic or administrative purpose. These restrictions include, but are not limited to the following:

- On-line gaming such as multi-player internet or local area network games.
- Downloading, copying or transmittal of personal use software or any other form of electronic information and materials.
- E-mail communications which denigrate the objectives of the College. If the proposed communication is questionable, it should first be referred to The College Computer Policy

Users must not attempt to interfere with the normal operation of College computing systems, facilities or resources. As such users must not:

- Attempt to encroach on others' use of computing facilities.
- Attempt to subvert the restrictions associated with their computer accounts.
- Attempt to gain access to systems both inside and outside of The College for which they have no authorization.

Users must not utilize any College computing facilities for the purpose of creation, development, storage, replication or transmittal of any programme, code, subroutine or other means intended to disrupt, interfere, destroy or corrupt the normal operation of systems or data. (e.g., viruses, worms, hack utilities, net snooping utilities)

6. ADDITIONAL USER RULES FOR COMPUTER LABS

In addition to the Responsibilities and Restrictions as described in the Acceptable Use Policy for Computing the following User Rules Apply to all Academic or Public Access Computing Labs within The College.

1. Academic computing labs (teaching or general access) serve to support the teaching and learning endeavors of the College community. Users of these facilities are expected to behave in an appropriate manner so as not to disrupt in any way users of these facilities.

2. In order to ensure the proper functioning of these labs, users must not in any way tamper, change, or disrupt the normal function of the hardware and software contained within these facilities. Examples include such things as changing operating system configurations, desktop attributes or software functions.

3. Lab users shall not download, store or install any software or other electronic file which does not support an approved academic purpose, which is for personal use or for which they do not have the explicit consent to do so by an authorized College official.

4. Lab users must not access, store or transmit any program, code, subroutine or other electronic file which is known or ought to have been known by them to contain destructive or interfering capabilities such as viruses.

5. Lab users shall not participate in any form of personal group messaging such as "chat lines", or other forms of synchronous or asynchronous group messaging unless specifically permitted as a program requirement.

6. Lab users must not use the printing services contained within these labs for any non-academic, personal use e.g., flyers, internet documents, manuals etc.

7. For Multi-copy printing concerned subject teacher's consent is necessary.

8. Lab users must in no way misrepresent their identity through impersonation, alias or anonymity so as to conduct or transmit any communication, data or other file.

9. Plagiarism, theft, cheating on tests, assignments or reports, misrepresentation of identity, or the falsification of data in any way constitutes "Academic Dishonesty".

Academic Dishonesty, is a serious offense and extends to the users to the prohibition of computing lab facilities.

10. The Student Access Lab is considered a study area and as such, noise must be kept at an acceptable level.

11. Lab assistants also have a responsibility to enforce computer use policies.

7. PROCEDURE FOR POLICY VIOLATION

The following guidelines outline the procedures and disciplinary measures which may be invoked in instances of policy violation. Progressive disciplinary measures are instituted in instances of minor violations. More serious offenses including but not limited to issues of harassment, discrimination, threats to personal safety, substantial risk to a College member (staff, students or visitors) or major damage to College systems will result in immediate disciplinary measures aimed at safeguarding or protecting individuals or College resources. The process for addressing alleged violations of the Acceptable Use Policy for Computing is as follows:

1. A first violation (minor) will result in a warning to cease the alleged violation. Warnings may be issued by any College employee witnessing or suspecting a violation of this policy by any student or visitor of the College. Warnings may be issued by any College staff witnessing or suspecting a violation of this policy by any staff member.

A meeting may be set up to review the alleged violation, allow the individual an opportunity to respond, and to discuss the warning. In the case of a student, such meeting shall be attended by the staff member witnessing or suspecting the violation, the subject teachers in which the student is enrolled.

2. A second violation (minor) will result in a written warning from the Teacher-in-Charge / Principal.

At that point the alleged violation is considered to have become a disciplinary matter and will be referred to the appropriate disciplinary body or process. In issues of student committed violation, the college authority shall determine the course of disciplinary action. Matters of harassment or discrimination are governed by the College's Policy on Harassment.

3. The College Governing Body may impose whatever measures are reasonably necessary to balance academic freedom against the prevention of a major violation or a reoccurrence of a major violation, including but not limited to immediate restriction or suspension of access by any person or persons to computing resources and services, whether before, during or after investigation of the matter has been completed. Opportunities for review and

discussion of the alleged violation will be subject to the “Academic Appeal Procedure” or in the case of staff, the provisions of the College’s employee groups’ collective agreements or terms and conditions of employment The College Computer Policy 2014.