

| Policy Information         |                                 |
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| Policy No:                 | AD-IT-6.02                      |
| Approved by:               | Executive Committee             |
| Approval Date:             | March 7, 2019                   |
| Executive Responsible:     | VP Finance & Corporate Services |
| Administrator Responsible: | Chief Information Officer       |
| Date of Next Review:       | March 2024                      |

## Acceptable Use of CNC Information Technology

### Policy Statement

The College of New Caledonia is dedicated to ensuring that our employees and students have the necessary technology in order to maximize their efficiency and improve work processes and learning outcomes. Employees are encouraged to utilize all internal computer-based technology (computer, email, internet, network systems, etc.) to their fullest in order to fulfill their job requirements effectively. The purpose of this policy is to outline and ensure that college computer and technology resources are used appropriately at all times when conducting the College of New Caledonia's business, business on behalf of the College, or when using CNC information technology (IT) systems for learning purposes.

### Purpose / Rationale

College computer facilities, accounts, and services are provided for educational, research, teaching, and administrative purposes. The College of New Caledonia's computer-based technology and internet systems are to be used for appropriate CNC business. This policy along with the associated procedures outlines appropriate and inappropriate use and potential disciplinary action that can be taken if the policy is not adhered to.

### Scope / Limits

This policy applies to all users of the College's computer facilities, accounts, internet and IT systems. CNC issues a variety of accounts to each individual as they join the College. The CNC Single Sign-On (SSO) computer ID and account authentication systems are used to access a standard set of services including but not limited to campus computers, email, CNC portal, CNC Connect, Colleague, website CMS, shared drives and network storage, meeting and committee information, and college financial transactions. The college also provides access to collaboration software, including third-party systems, in order to engage in college related duties and activities. All College of New Caledonia information and correspondence, including email, transmitted/received using our computer-based technology is considered to be the business property of the college and is to be managed accordingly for appropriate college-related matters. Account, internet and email use is subject to all applicable College policies and Collective Agreements, as well as all applicable Canadian federal, provincial and local laws and statutes.

### Principles/Guidelines

1. All users of CNC computer facilities, accounts, email and IT and software systems are responsible for using them appropriately and maintaining their security.

2. College computer facilities and services must be used in a responsible fashion. Using accounts, computer facilities, or systems in ways that disrupt others, or interfere with their intended purpose is not permitted.
3. The College reserves the right to secure, inspect, copy, remove, or otherwise alter files in the regular conduct of its duty to maintain efficient, secure, and well-run resources.
4. CNC's SSO computer ID and account authentication system provides users with access to a variety of college systems and services. These accounts are issued to a specific user and sharing passwords with others is not permitted. Users are responsible for the security of their password.
5. Users of CNC systems must preserve the security and confidentiality of the information in these systems. The information is to be used only in the course of a work assignment at the College. The information must be kept strictly confidential and cannot be divulged to others except in the performance of college authorized work.
6. Employees must ensure any device, either personal or CNC owned, that contains CNC information or has access to CNC information, is password protected i.e. a screen lock on mobile devices.
7. The Information Technology Services (ITS) department may access and monitor all users of CNC email and internet systems by monitoring the email server and internet network performance and retained logs, backups and archives on the college server. These records may be audited, are subject to provincial and/or federal laws, and may be used as evidence. While individual usage is not routinely monitored, unusual or high volume activities may warrant more detailed examination.
8. Users who breach this policy may be subject to disciplinary actions. CNC may also remove or restrict access to any account as required. For students, failure to comply with this policy may result in suspension of computer privileges or other disciplinary action. For employees of the College, the appropriate policies, procedures, and Collective Agreement provisions on discipline will apply.
9. All CNC user accounts are subject to the account creation and access removal guidelines and timelines, as outlined in the procedures document.
10. Users must report instances of misuse or unauthorized activity to the ITS department immediately. Passwords must be changed immediately if an account is compromised or there is a strong suspicion that it has been compromised.
11. Users must use security features (virus protection for example) provided by CNC, as required. If users suspect that their computer is infected by a virus, users must notify the ITS department to ensure that this is remediated.

## Definitions

1. Users: Faculty, staff, administrators, students, contractors, and any other individuals who use CNC facilities, accounts, email, internet, systems and services.
2. Accounts: Any password protected login for CNC systems provided by the College of New Caledonia, accessed either on campus or remotely, as a result of studying, working, or being physically present on campus.
3. CNC systems: All services, devices, and facilities that are owned, leased or provided by CNC and that are used to store, process or transmit electronic information. These include, but are not limited to:
  - computers and computer facilities, computing hardware and equipment;
  - shared and network drives;
  - mobile computing devices such as laptop computers, smartphones, and tablet computers;
  - electronic storage media such as USB memory sticks and portable hard drives;
  - communication and collaboration software and networks;
  - enterprise resource planning software (Colleague);
  - third-party cloud solutions;
  - email systems;
  - telephone and other voice systems; and
  - software.
4. Single Sign-On: An authentication process that allows a user to access multiple applications (ie. Outlook, Colleague, EasyR, and SharePoint) with one set of login credentials.

## Legislative and Collective Agreement References

Criminal Code of Canada

B.C. Civil Rights Protection Act

Freedom of Information and Protection of Privacy Act

B.C. Human Rights Code

CNC Faculty Association Collective and Common Agreements

CNC CUPE Collective Agreement

## Links to Other Related Policies, Forms, Documents and Websites

Acceptable Use of CNC Information Technology procedures

Respectful Workplace policy

Information Disclosure policy

Administrative Personnel policy

Use of Mobile Communication Devices for Business Purposes policy

Resignation, Retirement and Completion of Employment policy

Standards of Ethical Conduct policy

Standards of Conduct: Student Responsibility and Accountability policy

## Policy Amendment Log

| Amendment Number: | Date:   |
|-------------------|---|
| 0                 | January 1997  |
| 1                 | March 2007  |
| 2                 | March 2019<br>(Previously Computer Facilities<br>and Access Policy) |