

Information and Technology Services Use Agreement

Approved by ITM Steering Committee 2014-04-23

The information and technology resources of Olds College are the property of Olds College and are provided to enhance the learning environment and work productivity.

The purpose of this agreement is to provide guidelines regarding acceptable use of the College's resources. Use of any of the services defined here constitutes acceptance of this agreement.

Scope

This agreement applies to staff, students, contractors, guests and the general public. It covers all computing, network, and telecom resources owned or leased by Olds College or any equipment connected to the College's systems or network.

Resources include but are not limited to:

- Internet and Intranet related services
- Computer equipment
- Software
- Operating systems
- Storage media
- Network accounts
- Telephones and wireless devices
- Cloud-based accounts including email, the learning management system, and the student information system
- Other related technologies

Acceptable Use Guidelines

1. The data and information contained on the College's resources is the property of Olds College unless specified otherwise under an authorized agreement.
2. Personal use of resources is permitted. The College retains the right to limit this personal use at the discretion of IT staff.
3. Confidential information must be protected. This includes but is not limited to student or staff information, financial information, research data and sensitive corporate information.
4. Classroom and meeting room technology can be moved only with the approval of IT staff.
5. IT staff are required to periodically audit networks and systems. This process may result in accessing data resident on the network and related hardware.

6. All users are responsible for keeping their passwords and accounts secure.
7. Account passwords expire according to the Password Standard.

Unacceptable Uses

- Unauthorized use of or access to another person's system, user id, password, files, email or other data without that person's permission.
- Attempting to circumvent security facilities on any system or network or failing to keep security on college owned equipment current.
- Engaging in any activity with the intent to harm systems or data stored thereon.
- Placing any destructive or nuisance programs such as viruses or worms into a system or network.
- Sending fraudulent, harassing, threatening or obscene messages.
- Transmitting commercial advertisements, solicitations or promotions for any other commercial purpose not authorized by administration.
- Intentionally accessing or collecting material inappropriate to a public workplace.
- Sending unauthorized bulk email (spam).
- Using the system to excess in non-college related activities.
- Using the systems or networks for personal financial gain, excluding outside professional activity in accordance with college policy.
- Unauthorized use of the college name or brand.
- Engaging in any other activity that does not comply with the referenced policy.

Enforcement

Olds College reserves the right to copy and examine any files or information resident on College systems allegedly related to unacceptable use and to protect its network from systems and events that degrade operations or constitute unacceptable usage.

Failure of staff to comply with Olds College Policy may result in disciplinary action being taken, in accordance with the Counseling and Discipline Policy.

Failure of students to comply with Olds College Policy may result in disciplinary action being taken in accordance with the Student Academic/Behavioral Status Policy.

Abuse of these privileges may result in suspension of access to information and technology resources.