

## COLLEGE COMPUTING POLICY - CONDITIONS OF USE

**EFFECTIVE:**            Approved:    February 27, 1997  
                              Reaffirmed:   December, 2000  
                              Reaffirmed    February, 2004

<b>RESPONSIBILITY FOR IMPLEMENTATION</b>	Computing and Telecommunication Services
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## POLICY STATEMENT

Grande Prairie Regional College strives to create a computing environment in which students, staff and faculty may pursue their various intellectual efforts both at the College and with other educational institutions without fear that the products of their intellectual effort will be violated, misrepresented, tampered with, destroyed, or stolen. The environment at GPRC is intended to encourage an atmosphere based on both trust and confidentiality.

## GUIDELINES

This policy incorporates the following principles for USERS.

1. To use GPRC computer resources respectfully and responsibly, all persons will:
  - a) respect the public trust through which all computing resources have been provided, and in accordance with the policies and regulations from time to time by the College and its operating units;
  - b) refrain from any illegal use including software piracy or unauthorized profit-making activities using College resources;
  - c) respect the public nature of shared facilities;
  - d) refrain from display on screen any images, sounds or message which create an atmosphere of discomfort or harassment for others;
  - e) refrain from transmitting to others in any location images, sounds, or messages which are harassing, degrading, or inconsistent with general College and public standards;
  - f) consult with Computer and Telecommunication Services on any questions or concerns of computing usage.
2. To maintain the rights of privacy of others, all persons will:
  - a) stay within the limits of their authorization to use facilities provided;
  - b) copy only from pre-authorized sources;



- c) refrain from deleting or changing information without the permission of its holder.
- 3. To maintain security and system integrity, all persons will:
  - a) refrain from entry into any system unless specifically authorized;
  - b) refrain from attempts to circumvent the protective mechanisms of College systems;
  - c) refrain from any activity which damages systems, software, or the intellectual property of others;
  - d) refrain from any irresponsible use that needlessly affects the work of others.
- 4. To support investigation and remedial of abuse, all users will:
  - a) cooperate with Supervisors and System Administrators when requested.
- 5. In using electronic communications, all persons will:
  - a) maintain high ethical standards, mutual respect and civility which are expected in all communications between members of the College community;
  - b) refrain from the use of obscene, racist, sexist, or abusive language;
  - c) remember that electronic communications are neither private nor secure.

This policy incorporates the following principles for the COLLEGE PROVIDERS.

- 1. To ensure access to computing facilities, the College will:
  - a) provide either password or guest accounts for individual use;
  - b) make a reasonable effort to provide computing facilities appropriate to the tasks undertaken.
- 2. To ensure privacy, the College will:
  - a) treat data and programs as private and confidential;
  - b) prevent disclosure of information to a third party (except for use in a disciplinary investigation or where considered appropriate by the College, in a criminal investigation);
  - c) not normally monitor individual usage of any general facility (although all usage of a general facility *may* be monitored for accurate auditing);
  - d) not monitor nor regulate the content of electronic mail.
- 3. To support system integrity and security, the College will:
  - a) treat unauthorized entry into a system as trespass;
  - b) respond to attempts to breach system security as attempted theft or trespass;



- c) view deliberate attempts to degrade system performance or capability as a criminal act and respond accordingly;
  - d) investigate suspected abuse of computing facilities and take remedial action if required.
4. To support efficient and well run computing resources, the College will:
- a) in the regular conduct of duties perform remedial actions such as inspection, removal or alteration of data files, system resources or user files.

Where there are reasonable grounds to suspect misuse of computing resources, the College will proceed in the most expeditious manner to resolve. The College may:

- a) include other College personnel in the resolution of investigations;
- b) examine, alter, or remove data and programs where the College believes violation of computing policy has occurred;
- c) suspend or modify computer access privileges during or following an investigation;
- d) consider removal of access to facilities in balance between the threat perceived to the community and the impact to the user. In the event that access is removed, the College will inform the individual(s) of options available to have access reinstated.