

Title	Computer and Computing System Use
Number	B5002
Category	Administration

1. PURPOSE

To ensure that all computing system use is lawful, responsible and consistent with the vision, mission and goals of the College.

To ensure users' conduct does not compromise the integrity, reliability, availability and optimal performance of the computing system.

2. DEFINITIONS

Academic purposes – means teaching, learning, research and other purposes relating to the College's vision, mission and goals.

Chief Information Officer (CIO) – means the senior administrator in the Information Technology (IT) department of the College.

Computing system – means all computing and electronic communications resources, facilities and services owned, licensed, subscribed to, managed, or maintained by Langara College, both on or off College property. The computing system includes, but is not limited to, computers, cloud computing systems, printers, terminals, data files, software, mobile applications, networks, telephones, voicemail, digital signage, audio visual equipment and systems, and computer lab facilities. For the purposes of this policy, computing system includes computer resources belonging to a user that are used on College property or related facilities.

Educational technology – technology and systems that support instruction in the classroom (in-person or online) for which the Educational Technology Department is consulted.

Incidental personal use – means a personal use that does not interfere with a user's duties or responsibilities and does not interfere with another user's access to the email system and/or computing system, or create a direct cost to the College. An example of an incidental personal use is sending a short personal email message during an employee's lunch hour.

Personal device – means equipment that is owned by the user and can be used to connect to the College's computing system for academic or business related work. This includes, but is not limited to, laptops, tablets, smart phones and external hard drives.

Senior Leadership Team (SLT) – the President and the Vice-Presidents of the College.

Shared resources – means resources such as any system or control programs, files and directories that are password protected or encrypted. This includes, but is not limited to, data repositories, data files, programs, printers, computer stations, audio visual equipment and systems, and network resources that can be used by more than one person.

User – means an employee, student, or other individual authorized to use Langara's electronic communication system. For the purposes of this policy, user includes alumni of the College.

3. POLICY

- 3.1. The CIO or designate is responsible for the development of College policy regarding the use of the computing system.
- 3.2. Access to the computing system will be given to students and faculty and staff according to academic or operational need and may be revoked at the discretion of the CIO or designate.
- 3.3. Decisions regarding access to the computing system will be made by IT Governance Committee recommendation to the SLT member to whom IT reports. Sub-committees of the IT Governance Committee may be created to review and make recommendations regarding access required by students and faculty and staff, or impact on existing educational technologies. Access requests include providing connectivity to College databases, applications, other IT services and IT infrastructure, hosted internally or externally, with consideration for protection of privacy and information security.
- 3.4. Users will use the computing system in accordance with the *B. C. Freedom of Information and Protection of Privacy Act*, Canadian and British Columbia laws and statutes, and any other conditions, limitations and restrictions that the College establishes.
- 3.5. Users must not use on-premise network storage (e.g. network share drives), or storage local to College-provided computing devices, in any way that is not permitted by law or might compromise the computing system. This includes, but is not limited to:
 - a) storage or distribution of materials unrelated to academic or business purposes;
 - b) materials deemed explicit by the College; or
 - c) access of shared resources without authorization.
- 3.6. When using the College's computing system to access a cloud computing system, storage or application which is not a College subscribed service, the user must not distribute materials that are deemed explicit by the College, or use such cloud storage or service in any way that is not permitted by law or could compromise the College's systems.
- 3.7. Students with disabilities will have the right to priority access at specially designed workstations. Other students may use those workstations only if there are no students with disabilities waiting.
- 3.8. Users will not engage in activities harmful to the computing system, such as:
 - a) creating or propagating viruses;
 - b) disrupting services;
 - c) damaging files;
 - d) illegally downloading material; or
 - e) intentionally damaging equipment, software or data belonging to the College.
- 3.9. Violations of the Computer and Computing System Use Policy may result in disciplinary actions including, but not limited to:
 - a) suspending the user from access to the computing system;
 - b) prohibiting the user from further use of the computing system;
 - c) suspending or expelling students;
 - d) up to and including termination of employment;
 - e) reporting violations to law enforcement agencies; and
 - f) applying other College disciplinary procedures.

- 3.10 Users may use the computing system for incidental personal use, provided such use does not violate any provision in this policy or any other College policy.
- 3.11 IT staff, authorized by the relevant SLT member and the CIO, or if the CIO is involved, authorized by both the Vice-President, Finance and Administration and the President, may gain access to users' files, programs, account information, printouts, software licenses and other materials without the consent of the user in the following instances:
 - a) when necessary for the maintenance and security of the computing system;
 - b) when there are reasonable grounds to believe that a violation of law or a breach of College policy may have taken place; or
 - c) in accordance with the handling of electronic communications as outlined in Policy B4002 – Electronic Communication.
- 3.12 Users may not remove or modify any part of the computing system equipment without the approval of the CIO or designate.
- 3.13 Faculty, staff or students who discover a breach of the Computer and Computing System Use Policy will notify the CIO or designate immediately.

4. RESPONSIBILITY

For inquiries related to this policy, contact the Chief Information Officer.

5. REGULATIONS/PROCEDURES

[Computer and Computing System Use Procedures](#)

History/Revision	
Origination Date	June 12, 2001
Amendment Date(s)	February 11, 2020
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