



Title: COMPUTER AND COMPUTING SYSTEM USE
Category: Administration – Information Management
Policy No.: B5002
Replaces:
Applicability: All
Effective Date: January 13, 2004 (amendment)
Source(s): Langara Council
Approval: _____
President

1. PURPOSE

To ensure that all use of the **Computing System** is conducted in a lawful and responsible manner, consistent with the vision, mission, and goals of the College.

To ensure the integrity, reliability, availability, and optimal performance of the Computing System.

2. DEFINITIONS

Academic Purposes: means teaching, learning, research, administration and other purposes relating to the College vision, mission, and goals.

Computing System: means all computing and electronic communications resources, facilities and services, owned, managed or maintained by Langara College, both on or off College property, and computer resources belonging to a User that are used on College property or related facilities. The Computing System includes but is not limited to computers, printers, terminals, data files, software, networks, and computer lab facilities.

Director: means the senior administrator in the Information and Computing Services department of the College.

Incidental Personal Use: means a Personal Use that does not interfere with a user's duties or responsibilities and neither interferes with another user's access to the Computing System nor creates a direct cost to the College. Incidental Personal Use does not include use for personal financial gain or for commercial purposes. Incidental Personal Use does not include playing games or viewing sexually graphic images.

Personal Use: means use of the Computing System for a purpose unrelated to the College vision, mission, and goals.

Protected Resources: means resources such any system or control programs, files and directories that are password protected or encrypted.

Shared Resources: means resources such as data files, programs, printers, computer stations, network resources that can be used by more than one person.

User: means an employee, student, or other individual or group that has been authorized to use the Computing System.

3. AUTHORITY

3.1. Related Authorities

[B.C. Freedom of Information and Protection of Privacy Act](#)

[B.C. Human Rights Act](#)

[Civil Rights Protection Act](#)

[Criminal Code of Canada](#)

3.2. Related Policies

[Access to Information](#)

[Access to Student Information](#)

[Code of Academic Conduct](#)

[Code of Conduct](#)

[Conflict of Interest](#)

[Copyright Compliance](#)

[Copyright Ownership](#)

Electronic Mail Use (in process)

[Human Rights](#)

Web Server (in process)

3.3. Related Guides

[Employee Handbook](#)

Policies and Regulations of Consortium Networks

(e.g. BCNet at <http://www.bc.net/terms.htm>)

[Student Handbook](#)

4. RELATIONSHIPS WITH COLLECTIVE AGREEMENTS

[B.C. Nurses' Union Collective Agreement](#)

[Canadian Union of Public Employees, Local 15 - VMECW Collective Agreement](#)

Langara College Administrators' Association Terms of Employment

[Langara Faculty Association Collective Agreement](#)

5. POLICY

- 5.1. College departments, employees and students may be given access to the Computing System as resources permit and as the College's priorities dictate as determined by Langara Council.
- 5.2. The Computing System is intended for Academic Purposes. Users may use part or all of the Computing System for the purpose of fulfilling their responsibility to the College either as an employee or a student.
- 5.3. Users may use the Computer System for Incidental Personal Use, provided such use does not violate any provision in this policy or any other policy of the College.
- 5.4. Users are responsible for all activities carried out through their user accounts.
- 5.5. Users will respect the integrity of the Computing System. Without the approval of the Director or designate, the user will not attempt to gain access to or alter any Protected Resources.
- 5.6. Users bear the sole responsibility for the material they choose to access, send or display.
- 5.7. Users will not engage in activities harmful to the Computing System, such as creating or propagating viruses, disrupting services, damaging files, intentionally damaging equipment, software, or data belonging to the College. Users will not distribute forms of electronic communication that may cause excessive network traffic or computing loads, except as authorized.
- 5.8. Users will respect the rights and requirements of others entitled to use the Computing System and refrain from overusing shared resources such as access to workstations, disk storage, Internet resources, and printing.
- 5.9. 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.

- 5.10. Users will respect the privacy of others and will not tamper with, open or read other users' files, passwords, and/or accounts. Users will not attempt to intercept or access data communications or data not intended for that user.
- 5.11. Users will not conceal their identity or impersonate others when sending electronic communications.
- 5.12. Users will not use the Computing System to view or display sexually explicit material, obscene or lewd material, or material promoting hate towards individuals or groups based on colour, race, religion, sex, sexual orientation, and ethnic origin or place of origin, unless for Academic Purposes.
- 5.13. Users will take all reasonable precautions to secure and protect their user account information, including selecting an obscure password, changing it frequently and not sharing it with others.
- 5.14. Users will maintain a clean working environment for the equipment.
- 5.15. Information and Computing Services personnel with the approval and direction of the Director may gain access to users' files, programs, account information, printouts, software licenses, and other materials without the consent of the user, when necessary for the maintenance and security of the Computing System, or when there are reasonable grounds to believe that a violation of law or a significant breach of College policy may have taken place.
- 5.16. Users may not remove or modify any part of the Computing System equipment without the approval of the Director or designate.
- 5.17. Users will not physically or electrically attach any additional device (such as an external disk, printer, or video system) to the Computing System, without the approval of the Director or designate.
- 5.18. Users will use the Computing System in accordance with Canadian and British Columbia laws and statutes, and any other conditions, limitations, and restrictions that the College establishes.
- 5.19. Users will use the Computing System in a manner that is consistent with the ethical principles of the College policies and within accepted community standards. Users will not engage in uses that bring the College into disrepute.
- 5.20. Users will not use the Computer System to distribute private information that is protected under the Freedom of Information and Protection of Privacy Act. They will compose and maintain their own records in accordance with the Freedom of Information and Protection of Privacy Act and the College Policy on Access to Information.

- 5.21. Users will comply with the copyright requirements of programs and data, including text, sound and images and other media. No illegal copies of copyrighted software may be used or created. Users will use only computer software provided by the College unless they have acquired a legal right to the software and can provide proof of that right.

6. GUIDELINES/STANDARDS

Not applicable.

7. EXCEPTIONS

Requests for exceptions to this policy, for academic and research purposes, will only be authorized by the Director. These excepted activities will only be allowed to exist when in an isolated and controlled environment.

8. PROCEDURES

- 8.1. The Director is responsible for the development of College policy regarding the use of the Computing System.
- 8.2. The Director or designate will authorize access to and use of the Computing System.
- 8.3. This policy will be available to all Users and will be posted in all computer labs and on the College Web site.
- 8.4. Users are responsible for reporting any discovered unauthorized access or improper usage of the Computing System. Employees or students who discover a breach of this policy should notify the Director or designate immediately.
- 8.5. Violations of this policy may result in disciplinary actions, including but not limited to, suspension of the user from access to the Computing System, prohibiting the user from further use of the Computing System, suspending or expelling students, reporting violations of the law to law enforcement agencies, and applying other College disciplinary procedures. Access to the system can be removed during investigations into suspected abuse.

9. RESPONSIBILITY

For inquiries relating to this policy, contact the Bursar.

10. APPENDICES

Appendix 1: Examples of Misuse

APPENDIX 1
EXAMPLES OF MISUSE
(Misuse is not limited to these examples)

1. Using the Computing System to run a personal business.
2. Using the Computing System to get paid for surfing.
3. Using the Computer System for personal e-mail or personal Web surfing while others are waiting to do Academic work.
4. Playing computer games that are not part of a college assignment.
5. Displaying graphic sexual images that have nothing to do with College course work.
6. Using electronic mail to harass others.
7. Attempting to break into protected directories on the Computer System.
8. Using the Computing System to gain unauthorised access to another computer system.
9. Knowingly running or installing on the Computing System, or giving to another user, a program intended to damage or to place excessive load on the Computing System. This includes, but is not limited to, programs known as computer viruses, Trojan horses, worms, and spam.
10. Wasting computing resources by printing out large graphical reports on the free printers.
11. Monopolizing the shared printers by printing on more than one at the same time.
12. Using computer printers as copying machines.
13. Using the workstations designed for students with disabilities and forcing them to wait.
14. Obtaining a password for a computer account without the consent of the account owner.
15. Using a computer account that you are not authorised to use.
16. Sending an email with someone else's name, even as a joke.
17. Using your first name as your password, or using the word 'password' as your password.
18. Drinking a beverage or eating food while at a computer in a shared environment in a lab.
19. Defacing the outside of the computers.
20. Carrying on a noisy conversation in a computer lab while others are trying to work.
21. Taking a computer home without prior approval.
22. Turning off the power to a PC in a lab.
23. Logging on to more than one lab workstation at a time.
24. Leaving your workstation logged on and unattended.
25. Attaching a personal Zip disk drive to a computer.
26. Copying copyrighted software off the Computing System for home use.
27. Posting materials on electronic bulletin boards or the Web that violate existing laws or College policies.
28. Making personal information about individuals, such as a phone number, publicly available without their permission.
29. Including a picture of someone on a World Wide Web page without that person's permission.