

ACCEPTABLE USE OF COMPUTER AND INFORMATION TECHNOLOGY POLICY PURPOSE

H. RELATED COLLECTIVE AGREEMENTS

A. PURPOSE

The purpose of this policy is to outline the acceptable use of computer and information

- h. That all official communication between and among members of the College Community who have been assigned College email addresses, including College Students and Employees shall be conducted through Douglas College email accounts.
- 3. The College has the following expectations of employees, including temporary employees and visiting researchers or scholars, with respect to their use of and access to College owned information and information technology (IT).
 - a. The College expects that Employees will not
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6. In the event of a security breach or hardware malfunction, Information Technology (IT) Services does not guarantee that files stored on desktops/laptops will be preserved. Such files may be deleted without warning if deemed necessary.
7. For the purposes of complying with legislative and policy requirements and protecting against Information Security concerns, the College retains the right to verify the security of devices connecting to the College network to monitor use of College equipment, systems and network traffic at any time and to access records/data when and as needed.
8. Personal Use of College IT is allowed, providing that it does not incur significant cost and/or risk to the College and does not interfere with or take time away from work and/or academic programming time. Use of College Resources for Non-College Business purposes is prohibited.
9. In the event that an Employee's Personal Use of College Resources results in a significant cost to the College, the Employee shall fully reimburse the College for said costs.
10. Under no circumstances is a Student or an Employee of the College authorized to use College Resources to engage in any activity that is illegal.
11. Employees found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.
12. Students found to have violated this policy may be subject to disciplinary action under the College's policy on Student Non-academic Misconduct.

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