

ACCEPTABLE USE POLICY – UNIVERSITY COMPUTING RESOURCES

POLICY No.:	315-002
SCOPE:	All Faculty, Staff, Administrators and Students
APPROVAL:	Board of Governors
DATE OF ORIGINAL POLICY:	October 20, 2005
LAST UPDATED:	January, 2015
SCHEDULED REVISION DATE:	October, 2017
CONTACT:	Director, Computer Services

1 Preamble

In recognition of the contribution that computers and computing resources make to further the objectives and mission of NSCAD University (“NSCAD”), this policy is intended to promote the responsible and ethical use of NSCAD computing resources.

2 Purpose

In order to protect the best interests of the NSCAD community as a whole, these Computing Resources, including but not limited to desktop computers (such as Macs and PCs), personal devices (such as smart phones and tablets), printers, software, network hardware (such as hubs, switches and wireless access points) and access to computer networks such as the Internet shall be used in accordance with this policy and in accordance with the terms of applicable collective agreements and codes of student conduct.

3 Scope

This policy applies to all Computing Resources owned, leased, operated, or contracted by NSCAD and used for any purpose.

Subject to this policy, system administrators of NSCAD computing facilities (including but not limited to the Director of Computing Services) may have rules regarding the use of these facilities. Such administrators are responsible for publicizing the rules concerning the authorized and appropriate use of the computing facilities for which they are responsible.

4 Privacy

Files and personal communications, including those stored on NSCAD Computing Resources, are protected under the Nova Scotia Freedom of Information Act and Protection of Privacy Act (FOIPOP a copy is posted on NSCAD’s Computer Services web page) and the Nova Scotia Personal Information International Disclosure Protection Act (PIIDPA). However, with due regard for any right to privacy of users and the confidentiality of their data, system administrators of NSCAD computing facilities authorized by any Vice-President or the President may, from time to time, monitor and record computing activity in order to maintain the integrity of NSCAD Computing Resources or to comply with any legal requirement such as but not limited court order, arbitrator’s order, or criminal proceedings.

Individuals should be aware of this potential access by University administrators and respect the rights of authorized users.

4 Guidelines

The following activities are prohibited:

- a) Using or attempting to use another user's computer account and/or password without permission. A user is normally identified by his or her username and is responsible for all activities performed on NSCAD Computing Resources under their username. A user who reveals or allows others to use their account may be restricted in the use of NSCAD Computing Resources if others abuse NSCAD Computing Resources in their name.
- b) Interfering with the security or confidentiality of other users' files or maliciously destroying other users' data.
- c) Using NSCAD Computing Resources for illegitimate purpose including, but not limited to, sending illegal, threatening, or unnecessarily repeated messages or knowingly downloading illegal material.
- d) Using NSCAD Computing Resources to violate the terms of any software license agreement whether or not NSCAD is not a party to such agreement.
- e) Using NSCAD Computing Resources to illegally copy data that is the property of NSCAD or others or putting unauthorized or illegal software, data files, or other such computer-related material on NSCAD Computing Resources. Questions with respect to authorization should be directed to the Director of Computing Services.
- f) Using NSCAD Computing Resources for any purpose that violates FOIPOP or PIIPDA, and jeopardizes another individual's personal privacy.
- g) Using NSCAD Computing Resources for any purpose that violates the NSCAD Social Media Policy.
- h) Using NSCAD Computing Resources for illegal purposes not specifically mentioned above.

5 Questions

Any questions regarding this policy should be directed to the Computer Services department.