

Policy Name:	Acceptable Use Policy		
Policy No:	6.6	Approval Authority:	Board of Governors
Volume:	6, Computer Services	Responsible Executive:	Director, Computer Services
Chapter:	6, Acceptable Use	Responsible Office:	Computer Services
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Policy Statement

Use all computing resources according to the direction and guidelines of this policy and in accordance with the terms of applicable collective agreements and codes of student conduct.

Reason for Policy

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

Policy Applies to

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

Who Should Read this Policy?

- All Faculty, Staff, Students and Administrators.

Contacts

Please direct any question on policy meaning or application to the Director, Computer Services, 902-444-7203 or computer@nscad.ca.

Definitions

Account: An Office 365 email account or other application account issued to specific individuals to allow access.

Authorized Users: An individual permitted by a responsible Department or University employee to make use of University Computing Resources.

University Computing Resources: Computing equipment, electronic devices, peripherals, facilities, networks or systems owned, leased, controlled or operated by the University, including those purchased through research funds. Also includes software applications, e-mail addresses, websites, domain names and identities that owned or funded (in whole or in part) by the University or by funds administered by the University.

The University: NSCAD University (“NSCAD”).

The Policy

1. General

- 1.1. Authorized Users of any University Computing Resources have a responsibility to use them in a way that is lawful, in compliance with University policy, and is consistent with the purposes intended.

2. Privacy

- 2.1. Files and personal communications, including those stored on University Computing Resources, are protected under the Nova Scotia Freedom of Information Act and Protection of Privacy Act (FOIPOP a copy is posted on the University’s Computer Services web page) and the Nova Scotia Personal Information International Disclosure Protection Act (PIIDPA).
- 2.2. Notwithstanding the right to privacy of users and the confidentiality of their data, system administrators of University computing facilities authorized by any Vice-President or the President may, from time to time, monitor and record computing activity. Such access may be necessary in order to maintain the integrity of University Computing Resources or to comply with any legal requirement such as but not limited court order, arbitrator’s order, or criminal proceedings.
- 2.3. Individuals should be aware of this potential access by University administrators and respect the rights of authorized users.

3. Prohibited Activities

- 3.1. Using or attempting to use another user’s computer account and/or password without permission. A user is responsible for all activities performed on University Computing Resources under their username. A user who reveals or allows others to use their account may be restricted in the use of University Computing Resources if others abuse University Computing Resources in their name.
- 3.2. Interfering with the security or confidentiality of other users’ files or maliciously destroying other users’ data.
- 3.3. Using University Computing Resources for illegitimate purpose including, but not limited to, sending illegal, threatening, or unnecessarily repeated messages or knowingly downloading illegal material.
- 3.4. Using University Computing Resources to violate the terms of any software license agreement whether or not the University is not a party to such agreement.
- 3.5. Using University Computing Resources to copy data that is the property of the University or others or putting unauthorized or illegal software, data files, or other such computer-related material on University Computing Resources.

- 3.6. Using University Computing Resources for any purpose that violates FOIPOP or PIIPDA, and jeopardizes another individual's personal privacy.
- 3.7. Using University Computing Resources for any purpose that violates the University's Social Media Policy.
- 3.8. Using University Computing Resources for illegal purposes not specifically mentioned above.
- 3.9. Activity that violates manufacturer's warranty.

4. Appropriate Use

- 4.1. Report loss or theft of University-owned computing resources immediately to the employee's supervisor and the Director of Computer Services.
- 4.2. In accordance with the Personal Information International Disclosure Protection Act, S.N.S. 2006, c. 3 (as amended), transporting any University-owned equipment outside Canada must be considered carefully. "The personal information held by public bodies [of which the University is one] may be transported temporarily on, electronic devices outside Canada if the head of the organization determines it is necessary to meet the operational requirements of the organization, or is necessary for the work of the employees." (Government of NS PIIDPA FAQ)
- 4.3. Upon termination or resignation of an employee, all computing equipment issued by the University remain the property of the University and will be reassigned or terminated.
- 4.4. When discarding or reassigning equipment, they must be cleared of data.

Forms and Tools:

N/A

Acceptable Use Policy: <https://nscad.ca/site-nscad/media/nscad/6.6AcceptableUsePolicy.pdf>