STUDENT ACCEPTABLE USE OF TECHNOLOGY Policy - Page 1

GBC strives to provide students with access to high quality information systems and services that may be utilized throughout their course of studies. These resources include state of the art lab facilities, the college library system, student email, administrative systems (which store student information), online learning systems, the Internet, and other research resources which are made available within the College.

It is the responsibility of GBC to ensure that these services are delivered to students in a way that promotes learning opportunities within a diverse environment and to protect student and College information that may be accessible via college networks or stored within college information systems.

Policy Statements

The *Acceptable Use Policy for Students* describes the responsibility of the student in the proper use of the GBC information systems and resources.

- GBC information systems, facilities, and services are intended to be used in the delivery of the College's mandate to provide high quality educational services to its student population and for the cost-effective and efficient delivery of the College's administrative systems.

- The use of information systems at the college by students must be in accordance with the *Code of Student Conduct*, the *Ontario Human Rights Code*, and the *College Prevention of Discrimination Policy* and all applicable college policies as amended from time to time

- All information systems and technology are to be used in an ethical and legal manner (including Email and Internet use). Information systems cannot be used to: facilitate the defamation or degradation of individuals, infringe upon copyrights, conduct or participate in criminal activity, or in any way that might assist in the creation of a hostile harassing, or discriminatory environment for other students, faculty, or administration.

- Students must comply with legislation regarding copyright, trademark and licensing agreements. This legislation applies to printed materials, audio-visual materials, information accessed via the Internet, and software applications. Only software that has been authorized for use within college may be installed on college systems.

- Access to college information systems is a privilege. Access to college systems may be revoked if students misuse or abuse College systems. The College reserves the right to control excessive use of computing resources to ensure equitable access by all users of the service.

- Access to college information systems is dependent on the student's course of study. Students will only be given access to information systems which are required for their chosen program.

- All identification, passwords, and equipment are to be protected from unauthorized use.

Passwords and other authentication credentials cannot be shared. Students should select strong passwords as a safeguard against unauthorized access to information (see guidelines below). Students accept the responsibility of the safety and security of their own passwords.

- Students must not disable or circumvent any security mechanism or devices that are connected to the GBC network.

- College IT hardware and software is not to be removed, changed or reconfigured without authorization by college faculty or administration. Theft of college equipment is a criminal offense and will be reported accordingly.

- GBC has the right and responsibility to monitor information system and network usage for the purposes of making sure that it is properly protected, available for use, and not being misused.

- Students are responsible for the security and safekeeping of their own information. This includes coursework and documents created in the course of academic studies. Students are responsible to make their own backups and to protect their own information accordingly.

- Students who connect their own computing equipment to the GBC network do so at their own risk. GBC is not responsible for any damage or loss of information that may occur. Support for student owned equipment by GBC staff is provided at the Student's own risk. Support is provided on a "best-efforts" basis and GBC is not responsible for any damages that may be incurred.

- GBC cannot guarantee the security, privacy, and confidentiality of information sent through the College network. Students should be cautious of sending personal and private information via the college network or the Internet. The use of email for academic purposes is at the discretion of the Faculty in which it is used.

- Students who are employees of the college will be required to comply with the *ITS Acceptable Use Policy*, which further describes the acceptable use of College information systems.

- If you suspect that a security incident has occurred (such as a virus outbreak, equipment theft, or the unauthorized disclosure of information), you should report it to the respective Libraries/Learning Commons Centre.

If you have any questions regarding the application of the *Information Technology Acceptable Use Policy* or compliance with it please contact the respective Libraries/Learning Commons Centre.

Sanctions

The protection of College information systems and services is a serious matter and is fundamental to the protection of student information, the delivery of educational programs services to students, and the promotion of a positive learning environment for all students.

Violations of this policy may have serious implications for the college, faculty and students. Student violations of this policy will result in consequences ranging from formal warning, to suspension, to expulsion from the College. In some situations, the College may be required to report activities to the Police. Sanctions for violations of the policy will be applied in accordance with GBC's *Academic Policies, Guidelines and Code of Conduct.*

Effective Date

This policy is effective on January 1, 2009.

References

GBC *ITS Security Policy*, January 1, 2009
GBC Information Technology User Policy, January 1, 2009.
GBC *Academic Policies, Guidelines and Code of Conduct (2003-04)*

And all applicable College policies as amended from time to time.

Contact

Questions regarding this policy can be directed to the respective Libraries/Learning Commons Centre.

Acknowledgement

I have read and reviewed a written copy of the GBC Acceptable Use Policy for Students. I fully understand and agree to abide by the terms of this policy.

Name ____

Signature ____________________________________**Date** ____________________

Acceptable Use Guidelines

1. The installation and use of peer-to-peer file sharing software including but not limited to BitTorrent, Limewire, Napster, Kazaa, and Azeuros is not authorized or permitted.

2. Users are not allowed to use malicious software to circumvent security controls. Use of network mapping software is specifically prohibited.

3. Personal files such as MP3, MPEG, WAV, and JPGs should not stored on GBC ITS Assets unless directly related to course of study

4. If you suspect that your password has been compromised, it must be changed immediately. If you reveal your password to the Help Desk for support purposes you are required to change it immediately.

5. Students should be aware that information that they choose to share through social networking websites (such as Facebook) and other websites may be accessible to members of the public or potential employers. Students should not post personal information that may put themselves at risk.

6. When sharing information within the GBC learning community including virtual communities that are public and used by multiple George Brown members, the *Code of Student Conduct* and other relevant College Policies and Procedures may apply. It is expected that all communication between George Brown College community members will be professional, ethical and maintain a positive inclusive tone. Students in breach of relevant policies may be subject to sanctions.

7. It is recommended that students utilize anti-virus software and personal firewalls to protect their own machines.