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# Kingsway College

## Acceptable Use Policy

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### **Technology: Acceptable Use Policy**

KC has actively pursued making advanced technology and increased access to learning opportunities available to students. KC considers access to computer resources to be a privilege granted on the condition that each member of the KC community uses these resources responsibly and in accordance with ethical, legal and KC standards. These resources are the property of KC and KC reserves the right to take measures to protect those resources.

This Acceptable Use Policy (the "Policy") is intended to help enhance the use of KC's technology, including all computers, systems, database/records systems, networks, software and communications systems, including e-mail, voice-mail, fax transmissions and use of and access to the Internet (collectively, the "System") by setting out conditions for acceptable use of the System. This Policy applies to and must be adhered to by each student of KC that has access to the System (the "User"). This Policy is in addition to any other procedures, practices and guidelines applicable to Users.

KC offers the System with the recognition that access to and use of the System includes some risks. While the Internet provides access to many excellent sources of information that are useful to the curriculum, it also provides access to sources of information that are inaccurate, inappropriate or offensive. There is also the potential that illegal acts may be committed on the Internet. It is impossible for KC to guarantee that no student will ever access such sources, either deliberately or inadvertently.

This Policy should not be regarded as all-inclusive. The absence of a specific statement prohibiting a certain activity does not mean the activity is acceptable. Any activity or use not specified in this Policy that is contrary to ethical, legal or KC standards is prohibited. If in doubt about the appropriateness of any use or activity, Users must consult with the Information Technology (IT) Office prior to engaging in such use or activity.

### **Use of the System**

Students are expected to familiarize themselves with this Policy. Access to the System is conditional upon the User's agreement to comply with the terms of this Policy. Use of the System constitutes a User's acceptance of the terms of this Policy.

A User may only use the System for purposes related to his/her studies and operations and activities of KC. All other uses are prohibited. Students should have no expectation of privacy when using the school's System.

Students should use the System in a way that will not disrupt its use by others and that does not involve improper use. Use may be monitored and if improper use is detected a pop-up screen may appear; however, it remains the student's obligation to ensure that all use is appropriate, does not adversely impact on anyone else's use and is in compliance with this Policy.

Examples of acts inconsistent with the Policy include, but are not limited to:

using the System to create, process, distribute, access, download, store, send or receive illegal, offensive, pornographic, defamatory, abusive, obscene, profane, sexually-oriented, threatening, racially offensive or other inappropriate materials (this includes posting or distributing materials on personal web pages, commercial websites, e.g. [www.ratemyteachers.com](http://www.ratemyteachers.com), social network sites, e.g. [www.facebook.com](http://www.facebook.com), [www.myspace.com](http://www.myspace.com), [www.youtube.com](http://www.youtube.com), [www.hi5.com](http://www.hi5.com), and similar sites);

violating the System security, the terms of any software license agreement or anyone's privacy; using the System to impede or disrupt computing activities of others, including distributing unsolicited advertising or chain or pyramid letters, or mail bombing, phoning or message broadcasting after a recipient has requested that they stop; using, without permission, computer accounts or network identification

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numbers (IP addresses) assigned to others; destroying or damaging equipment, software or data belonging to KC or others;

using the System in a manner that harasses others. This includes posting of images or e-mail messages that cause discomfort to others. The display of images, sounds or messages on the system in a public area which causes discomfort to others who share that area is also prohibited. Users shall assume that their electronic correspondence, including instant messaging, is the legal equivalent of publicly spoken or written words; seeking information about, browse, obtain copies of, modify, lock or hide files, documents or passwords belonging to others for any reason, whether at the school or elsewhere, unless specifically authorized to do so by those individuals; disrupting electronic communications or monitor them without authorization; posting messages and attributing them to another user or otherwise misrepresenting one's identity online; copying copyrighted material without permission or install any software for which the User or KC does not own a licence; and/or playing video games or using Instant Messaging during class.

### **Users shall:**

use the System in a way that will not disrupt its use by others; limit their use of the System, including to access the Internet, to topics and websites that are appropriate and not otherwise contrary to this Policy; log out properly; seek prior approval to download or print any large files; and report messages relating to or in support of any use contrary to this Policy in accordance with the Reporting Violations section below.

### **System Security**

Reasonable efforts must be made by all Users to preserve the System's overall security. This includes maintaining an updated, proper and secure password. Passwords should be changed often and should never be shared. A forgotten password or unauthorized use of a password should be reported to IT personnel at once. Attempts to access or accessing information, files or System areas beyond the level of security that a User had been granted will be considered theft. If Users encounter or observe a gap in the security of the System, they must report it to the IT Office. Users must not exploit or attempt to exploit any such gaps in the security of the System.

### **Viruses**

Viruses are unauthorized computer programs that may destroy or damage computer files on an infected computer. Users should be aware that a virus may be located in any file or disk obtained from a third party. (This is one reason users must obtain permission from IT personnel before loading any software onto the System. If users have any doubts or concerns about a file they plan to load onto the System, they must obtain the permission of IT personnel before loading the file.)

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### **System Monitoring**

KC supports the free flow of information and ideas over the Internet but will monitor the use of the System. Users acknowledge that they do not have a reasonable expectation of privacy with regard to their use of the System, even when this use is restricted to school-related activities and the information is stored on its computers or network.

KC may cooperate with legal authorities and/or third parties in the investigation of any suspected or alleged crime or civil wrong. KC may also on occasion access, read, copy, reproduce, print, retain, move, store, destroy and/or disclose information, including files, messages, documents, stored in or sent over the System. These situations may include, but are not limited to:

- (i) in the course of regular maintenance of the system;
- (ii) in the event of a request for documents as part of legal proceedings; and
- (iii) where KC has reason to believe that the System is being used in violation of this Policy or otherwise contrary to the discipline policy.

### **Violations of the Policy**

The student's intention to commit an act contrary to or prohibited by this Policy, and the degree to which such an act was committed will be instrumental in determining the consequences of such an act.

In addition to being a violation of KC's rules, certain computer misconduct is prohibited under Canadian law. In addition, Users may be held responsible for misuse which occurs by allowing their account to be accessed by a third party. Sanctions KC may take any one or more of the following actions in response to violation of this Policy: issue written or verbal warnings; suspend the User's account; terminate the User's account; suspend or expel the User from KC; and/or bring legal action to enjoin violations and/or to collect damages, if any, caused by such violation.

### **Reporting Violations of this Policy**

Anyone who believes that there has been a violation of this Policy should direct the information to the IT Office. If available, they should provide the IT Office with the following information: the IP address used to commit the alleged violation; the date and time of the alleged violation; and evidence of the alleged violation.

**By accepting the Chromebook (computer, case, EMR pen and charger) that is assigned to me, I agree to all statements above and agree to follow all rules per this policy. Breaking any of these rules will result in disciplinary action.**