

CONCORDIA COLLEGE

Policy and Procedure Manual

**Subject: Acceptable Use of
Computing and Information
Technology Resources
Section: General
Number: 1.6**

**Effective Date: June 1, 2008
Scope: The College**

Purpose

The purpose of this policy is to outline the acceptable uses of computing and information technology resources for the Concordia College community.

Policy

Coordination with other policies

Users of information technology resources at Concordia College are advised that other College policies, employee and student handbooks, and notably those policies governing copyright and intellectual property compliance, may be related to the use of information technology resources, and that those policies must be observed in conjunction with this policy.

Access to and expectations of persons using information technology resources

It is the policy of Concordia College to maintain access for its community to local, national and international sources of electronic information sources in order to provide an atmosphere that encourages the free exchange of ideas and sharing of information. The Concordia community as a whole and each individual user has an obligation to abide by the following standards of acceptable and ethical use:

- Use only those computing and information technology resources and data for which you have authorization and only in the manner and extent authorized. (See the Uses section below for a description of acceptable manner and extent).
- Abide by applicable laws, state and federal, Concordia College policies and all applicable contracts and licenses and respect the copyright and intellectual property rights of others, including the legal use of copyrighted material.
- Respect the privacy and personal rights of others.

Access to Concordia College information technology and computing resources is a privilege granted to students, faculty, and staff of the College. The College extends access privileges to individual guest users of the College's information technology and computing resources. The extension of these privileges is predicated on the user's acceptance and adherence to the corresponding user responsibilities detailed in this policy. The College reserves the rights to limit, restrict, or extend access to information technology resources.

Role of Information Technology Services

The primary responsibilities of the College's Information Technology Services (ITS) group are neither investigative nor disciplinary. In the event of hardware or software failure, or in the event of an attack by malicious user(s), designated Information Technology Services staff will quarantine any file on College computers necessary to solve the problem and to protect the system and the information the system contains.

Application

This policy applies to all users of Concordia College's computing and information technology resources. The Associate Vice President for Academic Affairs / Chief Information Officer will determine and post operational policies, networking standards and procedures in consultation with College governing bodies to implement the principles outlined in this policy. ITS has the right to protect shared information technology resources.

Uses

In general, the Concordia community shall use College information technology resources in connection with its core teaching, research, and service missions. Uses that do not significantly consume resources or interfere with other users are also acceptable, but may be restricted by Information Technology Services. Under no circumstances shall members of the College community or others use College information technology resources in ways that are illegal, that threaten the College's tax-exempt status, that interfere with reasonable use by other members of the Concordia community or that are in conflict with its Mission. Explicitly prohibited is any use of College information technology resources to support a private profit making business. Any use of College information technology resources, including network infrastructure, for non-legitimate academic related purposes is prohibited.

Sanctions for violations

Any member of the College community found using computing and information technology resources in violation of this policy is subject to existing disciplinary procedures, including but not limited to suspension of system privileges.

In the event of suspension of system privileges, the College administration shall within a thirty day period either direct Information Technology Services to restore the person's computer account or provide the person with a written justification for not restoring the account.

Privacy and Security

Electronic mail and computer files are considered private to the fullest extent permitted by law and College policy. Access to such files will generally require permission of the sender/recipient of a message or the owner of the account in which the material resides, court order, or other actions defined by law or College policy. The College will make every effort to maintain individual privacy, but the College will not be liable for the failure of these privacy efforts.

Review of the Policy

This policy may be reviewed from time to time. The Associate Vice President for Academic Affairs / Chief Information Officer, in consultation with the relevant College governance structure, is responsible for determining when the policy needs to be reviewed and modified.

History: Approved 04/07/2008; Effective 06/01/2008