

Computer Use Policy

Effective Date: April 30, 2010

1.1. Policy Statement:

- 1.1.1. Ashton College Computing System (“Computing System”) is intended for the purpose of assisting the student in fulfilling their academic responsibilities to the College. An enrolled student may be given access to the Computing System as resources permit.
- 1.1.2. This policy establishes the guidelines to ensure:
 - 1.1.2.1. Computer use is conducted in a lawful and responsible manner, consistent with the Core Purpose and Core Values of Ashton College;
 - 1.1.2.2. The integrity, reliability, availability, and optimal performance of the Computing System.

1.2. Procedures:

- 1.2.1. The Information Technology (IT) Manager is responsible for authorizing access to the Computing System.
- 1.2.2. When there are reasonable grounds to believe that a violation of Canadian and British Columbian laws and statutes, or a significant breach of College policy may have taken place, the IT Manager may gain access to users’ email accounts, files, programs, printouts, and other materials without the consent of the user, to maintain the security of the Computing System.
- 1.2.3. The Computer User will be informed as to the alleged violation and investigation.
- 1.2.4. Any breach of this policy may incur disciplinary actions, which would include, but not limited to, prohibiting the Computer User from accessing the Computer System during investigation of the alleged offence, suspension and / or expelling the Computer User from attending classes, and / or from Ashton College, notifying law enforcement, and enforcing College disciplinary procedures.
- 1.2.5. No bulk emailing. Anyone conducting bulk emails from their myashton account could have their email account removed.

1.3. Computer User:

- 1.3.1. will be responsible for all activity carried out through their user accounts and will take all preventative measures to protect their personal information—comprised of selecting a distinct password, frequent password modification—and **at no time** disclose their password to another Computer User, even temporarily.

- 1.3.2. will be responsible for any and all images, files, and web pages that they choose to access.
- 1.3.3. will respect the rights of other computer users and will abstain from excessive use of computer terminals, internet use, and printing.
- 1.3.4. will respect the privacy of other computer users email, passwords, and / or accounts.
- 1.3.5. will use the Computing System in a manner that is consistent with the ethical principles and standards of Ashton College policies and community standards.
- 1.3.6. will maintain a clean and organized computer terminal station.
- 1.3.7. will use the Computing System in compliance with Canadian and British Columbian laws and statutes, and any other conditions, limitations, and restrictions that Ashton College may establish at any time.
- 1.3.8. will comply with the copyright requirements of programs and data, including text, sound and images, and other media. No illegal copies of copyrighted software may be used or created.
- 1.3.9. may utilize the Computing System for personal use as long as it does not violate any conditions established within this policy and / or any other College policy.
- 1.3.10. will use only computer software provided by Ashton College.

1.4. Computer User Will At NO Time:

- 1.4.1. attempt to access and / or modify any Ashton College administrative resource files.
- 1.4.2. endeavor to create and / or distribute viruses, cause a disruption in computer use, damage files, damage equipment, software, or any type of information relating to Ashton College. This includes downloading or uploading and / or running or installing, or giving to another computer user, a program whose purpose is intended to damage and / or crash the College server and / or computer(s) hard drive or place an excessive load on the Computing System. These programs include, but not limited to computer viruses, Trojans, worms, spam, spyware, malware, adware, riskware, firewall, hack tools, and dailers.
- 1.4.3. conceal their identity or impersonate another computer user when operating the Computing System, even as a joke.
- 1.4.4. utilize the Computing System to display, print, download and / or upload from or to the internet, any sexually explicit and / or provocative material, or data / images / web pages of any person, including other College students; or display, print, download and / or upload from or to the internet, any provocative material, or data / images / web pages of any person or group which endorses hate and / or violence towards individuals or groups based on colour, race, religion, sex, sexual orientation, or ethnicity.

- 1.4.5. gain access to and / or use another Computer Users' account to retrieve, open, view, read, or alter their personal files, data, or attachments.
- 1.4.6. remove and / or modify any component of the Computing System equipment.
- 1.4.7. engage in Computing System uses that may bring Ashton College into disrepute.
- 1.4.8. use the Computer System to share and / or spread rumours, distribute—verbally, written copies, email, and / or website—private information that is protected under the Freedom of Information and Protection of Privacy Act.
- 1.4.9. use the Computing System to operate a personal business.
- 1.4.10. download or play computer games.
- 1.4.11. attempt to hack into any other computing system.
- 1.4.12. monopolize computer room printers to print multiple reports on more than one (1) printer.
- 1.4.13. bring into and/or eat food and/or drink beverages in the Computer Rooms.
- 1.4.14. vandalize the computer terminal, printer, or any College equipment in any way.
- 1.4.15. engage in conversation that disrupts and / or hinders other Computer Users from conducting College research.
- 1.4.16. turn off any computer terminal in the Computer Rooms.
- 1.4.17. accessing more than one (1) computer at a time and / or being logged onto a computer terminal unattended.
- 1.4.18. uploading or copying copyrighted software from or to the Computing System to or from a personal disk drive.
- 1.4.19. post material—data, information, ideas, objects—on electronic bulletin boards or the internet that violates existing Canadian and British Columbian laws or College policies.

1.5. Exceptions:

- 1.5.1. Requests for Policy Exceptions for academic and research purposes will only be authorized by the IT Manager. These exceptions will only be authorized on an individual basis and when conducted in an isolated and controlled environment.