



POLICIES & GUIDELINES

Name:	Information Technology Usage Policy
Originating Department:	IT Services
Responsibility:	Chief Information Officer
Revision Date(s):	None
Effective Date:	Feb 2012

1. INTRODUCTION

Cape Breton University manages all University information technology (IT) that is made available to faculty in support of their teaching, research and administrative activities; to staff in support of their assigned responsibilities; to students in support of their academic objectives and requirements; and to other authorized users.

Information Technology includes, but is not limited to, Email, Intranet, Internet, Voice Mail systems, databases, computers and associated peripherals, the telecommunications infrastructure and related equipment, and all software accessed through CBU's networks.

2. PURPOSE

The purpose of this policy is to assure that the Cape Breton University community is informed about the appropriate use of and access to information Technology, and to ensure that users are responsible for compliance with this policy and procedures.

3. SCOPE

This policy applies to students, staff, faculty and visitors utilizing Cape Breton University's information technology. The application of this policy will not be inconsistent with relevant collective agreements.

4. LIABILITY DISCLAIMER

- a. Cape Breton University makes no express warranties or representations as to the accuracy or reliability of web information. Cape Breton University assumes no liability or responsibility for content errors or omissions.
- b. Hyperlinks ("links") on some Web pages may send your browser to a Web site that is not owned, operated, or maintained by Cape Breton University. Cape Breton University is not responsible for the content on these pages.
- c. CBU makes every attempt to ensure links lead to substantial and appropriate content but assumes no responsibility or liability for external Web sites.

- d. Use of <http://www.cbu.ca> is at your own risk. Cape Breton University assumes no liability for any direct or indirect damages, actions or legal issues arising out of access or use of Web sites or Web content.
- e. CBU takes no responsibility for users lost data. Users should back up all data on their own removable storage media.

5. RIGHTS

- a. All Web sites, files and data within the domain of [cbu.ca](http://www.cbu.ca) are the exclusive property of Cape Breton University.
- b. Images of people, places, graphics and logos on [cbu.ca](http://www.cbu.ca) are either the property of Cape Breton University's Communications Department or used with permission. The use of these images by Web developers or downloading by Web users is prohibited, except in the course of normal business operations or with permission from CBU's Communications Department. Unauthorized use of the images may violate copyright and privacy laws and statutes.

6. RESPONSIBILITIES

IT SERVICES:

- IT Services is responsible for the maintenance and management of all central IT Services resources.
- IT Services provides creation, management, and distribution of Cape Breton University's IT services accounts.

USERS:

- Users must adhere to the rules governing use of accounts, equipment, networks or other facilities and to licensing agreements entered into by the University.
- Adherence to provincial or federal laws and University policies is required.
- Users must respect the rights and property of others and consider other persons using shared systems and equipment.
- Although modest personal use of University computer resources is allowed during non-working hours, University computer facilities should be used primarily for University related educational and administrative purposes.
- Any use of University computer services that is malicious, unethical, interferes with University activities and functions or does not respect the image and reputation of Cape Breton University is not permitted.
- Unless authorized to do so, users must not use University systems to give the impression that they represent the University.
- Users are responsible for backing up their own data.
- Users may not place software, data or other files on any computer without owning them or being authorized to do so. Peer-to-peer file sharing to copy and exchange copyrighted material is expressly prohibited.

7. SYSTEMS ACCESS

Cape Breton University provides computer systems for legitimate University related activities to faculty, students, staff, and other individuals and entities granted computer system privileges at Cape Breton University. Computer systems use is subject to the requirements of legal and ethical behaviour within the University community. As such, computer users are not to use CBU computing services to assist in breaking any Canadian law, in the breaking of any University regulation, or in the disruption of services for other users.

8. USERNAMES AND PASSWORDS

Access to CBU computing facilities is gained via a username and a password. Such access is generally referred to as an account. Application for account access may be obtained from the IT Services Help Desk or on the University web site.

All accounts are granted to individuals; they are not to be shared with friends, family or others. The owner of an account is responsible for all use of that account.

A password is secret; it should be known by only you. Anyone who knows both your username and password will be able to access your computer systems account. You will be held accountable for any activity carried out via your account.

To prevent abuses being carried out it is strongly recommended that you:

- **Do not** tell anyone your password.
- **Do not** write down your password.
- **Do not** use a simple word as a password. Passwords should be at least 8 characters in length, and use both upper and lower case letters, numbers, and special characters, e.g. @, #, \$ etc.
- **Do not use** words found in a dictionary, license plate numbers, or telephone numbers.
- **Do not** use personal information as a password.
- **Do not** reuse an old password.
- **Do** use a phrase as a password.
- **Do** use numbers and special characters in a password.
- **Do** change your password every 90 days.

IT Services may adopt technology to support these practices and to provide a secure environment.

9. PRIVACY

Cape Breton University attempts to provide secure IT services. Operators of University IT systems are expected to follow sound professional practices in providing for the security of electronic communications, data, information and records under their jurisdiction, including:

- observing guidelines regarding the use of passwords and other mechanisms intended to protect CBU systems from unauthorized access.
- using data in CBU systems only for approved purposes and observing the privacy requirements of the University and Canadian Law.
- transferring data in CBU systems from secure to non-secure equipment or to unauthorized users.

However, such professional practices and protections are not fool proof, therefore the security and confidentiality of these systems cannot be guaranteed.

Users should not have any expectation that their Email, Voice Mail or Intranet/Internet communications are private. Assigning confidential passwords or using email “sensitivity” settings does not mean that the use of information technology is private or secure.

The University reserves the right to monitor and access user accounts in order to conduct its business in a secure and reasonable manner. Only authorized personnel in the performance of their employment duties may access and monitor the use of information technology.

The University will treat data as confidential and will not examine or disclose information without reasonable cause nor disclose information to a third party unless it is for use in a disciplinary or criminal investigation or has been the subject of a subpoena served on a representative of the University. Authorizations to access, search, or disclose personal data will require the approval of the Vice President, Administration.

The University is bound by the requirements of Freedom of Information / Protection of Privacy (FOIPOP) legislation.

10. ABUSE

It is contrary to University Policies to interfere with or disrupt network users, services or equipment. This includes, but is not limited to:

GENERAL:

- Unauthorized access, alteration, destruction and removal of information, equipment, software or systems.
- Using or attempting to use another person’s account/password. Users who reveal or allow others to use their accounts may find themselves restricted if others abuse the system using their account.
- Tampering with another user's account, email, web pages, or voice mail
- Disclosure of confidential passwords, data, information, or access devices to anyone other than authorized University personnel. Special care must be taken in this area when accessing CBU systems off campus.
- Use of Cape Breton University’s IT equipment or software to violate the terms of any Software License Agreement.
- Attempting to bypass standard procedures. This includes, but is not limited to:
 - refusal to display correct identification
 - unauthorized use of a password
 - accessing a file without permission
 - reading an executable only file
- Using the services in a malicious, threatening, or obscene manner; or to harass others.
- Using University systems and resources for commercial purposes outside University business activity; or for personal financial gain.
- Using University systems for distributing chain mail; sending forged or anonymous e-mail or postings
- Using University systems for viewing, sending, or printing pornographic material (unless with written permission for research purposes).

- Maintaining and using a course specific account after you have withdrawn from the course.
- The collection, copying and use of computer output, other than your own, without the owner's permission.
- Breaking regulations applicable to the discussion groups, bulletin boards, databases, and computer systems available through the Internet.

COMPUTER LABS:

- Using computer labs for anything but coursework when the labs are more than 70% full.
- Tampering with a workstation. (Please report all broken equipment and software to the IT Help Desk, Local 1123.)
- Using more than one lab workstation at a time.
- Smoking, eating, drinking or the display of any food or drink containers in any campus labs, where prohibited.
- Disrupting computer labs with noisy behaviour, offensive language, or making a mess.
- Refusing to leave a computer lab when requested by the Instructor, Lab Assistant, or Commissionaires.

11. POLICY VIOLATIONS

Cape Breton University considers any violation of this policy to be a serious offence. Failure to comply with this policy may result in fines, access privileges being revoked or restricted and disciplinary action up to and including termination. In some circumstances, individuals may also be liable for civil and criminal prosecution.

STUDENTS

Complaints against students will be referred to Student Services.

FACULTY

Complaints against faculty will be handled by the appropriate Dean.

STAFF

Complaints against staff will be handled by the appropriate Department Head.