

## ACCEPTABLE USE POLICY

Students at Vancouver College are provided access to the Internet using the school's Wide Area Network. The Internet allows our students to interact with hundreds of thousands of networks and computers. Within our school and libraries, the Internet and e-mail may be used by our students for educational purposes. There is no intent that students use Internet access from school computers for personal use. The Internet is similar to other student learning resources such as books, magazines, videos, CD-ROMs, and encyclopedias.

### Conditions and Rules for Use

Vancouver College reserves the right to access, audit, and monitor the use of all supplied Information Technology (IT) resources for non-compliance to this policy, without prior notice to the user. There is no expectation of privacy on behalf of the user with regard to information technology resources. It is a general policy that all computers used through the school's network are to be used in a responsible, efficient, ethical, and legal manner. Failure to adhere to the policy and guidelines for the use of the network as described below will result in the revocation of access privileges.

Unacceptable uses of the network include, but are not limited to:

- Using the network for any illegal activity, including violation of copyright or other laws.
- Using the network in ways which violate school policies and behaviour standards.
- Using the network for financial or commercial gain.
- Degrading or disrupting equipment or system performance.
- Invading the privacy of other individuals by accessing and/or vandalizing their computerized data.
- Wasting technology resources, including bandwidth, file space, and printers by downloading music or video files, except for those identified as legitimate curriculum resources.
- Gaining unauthorized access to resources or entities.
- Using an account owned by other users with or without their permission.
- Posting personal communications, including photos of another person, without that other person's consent.
- Giving one's account and password information to other users.

### Network Etiquette

All users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to:

- Being polite in all of your communications to others.
- Using appropriate language.
- In all activities being compliant with municipal, provincial, federal, or international law.
- Maintaining the confidentiality of your personal address and phone numbers and those of students and colleagues.
- Using the network without disrupting the use of the network by others.
- Assuming that all communications and information accessible via the Internet are the private property of those who put it on the Internet.