

Policy Number:	8008
Policy Title:	Acceptable Use of Information Technology Resources
Approved by:	President
Approval date:	August 24, 2020
Effective date:	August 24, 2020
Review date:	June 30, 2020
Next review date:	June 2023

Policy Statement

University Canada West (the “**University**”) makes Information Technology Resources available to authorized Users, to assist them in carrying out their work or studies at the University.

Purpose

This Acceptable Use of Information Technology Policy (this “**Policy**”) establishes rules and responsibilities pertaining to the use of the University’s Information Technology Resources. The purposes of this Policy are to do the following:

- ensure that Users comply with applicable laws and policies, including this Policy;
- ensure that Information Technology Resources are used for proper University purposes;
- establish rules for acceptable incidental personal use;
- define activities that are prohibited;
- protect the reputation and resources of the University from irresponsible or illegal activities;
- ensure Users understand that their use of Information Technology Resources is not private and may be monitored in a reasonable manner; and
- outline procedures for handling and reporting misuse.

Scope

This Policy applies to all students, employees and other persons who use the University’s Information Technology Resources (“Users”), whether on campus or remotely.

Definitions

These definitions apply to terms as they are used in this policy:

Word/Expression	Definition
Information Technology Resources	means equipment, software, networks, facilities and services used to input, store, process, transmit, view, and output information, including, but not limited to, desktop computers, laptop computers, tablets, mobile

	and other wireless communication devices, servers, telephone and voicemail systems, printers, scanners, fax machines, copiers, internet, intranet, wifi, education technology, email, social media sites, communications applications, licensed software (including third party software and cloud service tools), hardware, electronic storage media such as CDs, USB memory sticks, and portable hard drives, and all related equipment and infrastructure.
Sensitive Information	includes (a) personal information (as defined in the PIPA) pertaining to students, staff, faculty or other individuals (e.g., student records, educational records, employment files, etc.), and (b) confidential information of or about the University, its business, employees, students, operations, programs or plans that is not generally known, used or available to the public.
Personal Use Records	means the information Technology Resources may contain or store information or records relating to personal use, e.g. personal emails, documents, voicemails, text messages, records or social media use, etc.

Applicable legislation

- BC Personal Information Protection Act (PIPA)
- Canada’s Anti-Spam Legislation
- Criminal Code
- BC Human Rights Code

Related policies

Policy Number	Policy Title
8003	Standard of Conduct
6751	Information Privacy and Security

Associated procedure

Procedure Number	Procedure Title
8008p	Acceptable Use of Information Technology Resources

Responsibility

The Director, People & Culture (Human Resources) has responsibility for the decisions related to this policy.