Policy:	**O-1.1**
Approved By:	**College Executive Team**
Approval Date:	**April 5, 2018**
Amendment Date:	
Policy Holder:	

Policy Holder & Operational Unit

4.1 This policy is the responsibility of the Vice President, Administration.

4.2 All operational oversight, implementation and procedural responsibilities are administered by Information Technology (IT) Services.

Definitions

Users: For the purposes of this policy, the term "users" refers to both students and guests.

> **Student:** includes any person actively engaged with Camosun College. For example, registered student, applicant, and alumni.

> **Guest:** Anyone who has been given access to the College's network or computing systems and is not an employee or a student is considered a guest.

Network & Computing Systems (NCS): The College's network (wired and unwired) and computing systems (NCS) includes all technical services, both on-campus and accessing remotely. This includes but is not limited to: data, Wi-Fi, learning management systems (e.g. D2L), College-sanctioned social media hubs or platforms, mobile devices, email, telephones, third-party software, printers/copiers, storage network, storage devices, laptops, audio/visual equipment, internet sites and links, computer labs.

Technical Devices: Technical Devices refer to personally-owned and institutionally-owned devices including but not limited to smart phones, computers, tablets, printers and data projection, etc.

Network Misconduct: Network misconduct is any type of activity or behaviour facilitated on / through the NCS that impedes the ability of a student or a guest to be a safe, contributing member of the College community.

Some examples of concerning behaviour on the network or via computing services include:

> verbal aggression (e.g. language profanity)
> disruptive behaviour (e.g. behaviours which a reasonable person would consider to substantially or repeatedly interfere with the conduct of the College community and/or classroom learning environment through the NCS)
> copyright infringement
> inappropriate sexual behaviour towards self or others
> bullying and/or intimidation
> any type of harassment (e.g. stalking, sexual haras2.6 (i)002 Tc idatimh(ant)-h/MCID 42 >>BDC 8E<007

downloading unauthorized programs and/or software

attempting to circumvent computer or network security methods or operating systems, or adding unauthorized servers or devices that could compromise network security

excessive personal use that impedes educational use by other members of the College community

any behaviour that is prohibited by the Criminal Code of Canada or any other applicable federal or provincial legislation

Incidental Personal Use: Refers to infrequent personal use <u>that does not</u> interfere with the Acceptable Technology Use Policy, does not constitute network miscondu (r)-5.9 (s)-p[sic4 (hat)1.04 -0 0 11.04

as the Student Conduct policy, such policies and procedures set out therein will additionally apply.

5.7 Users are required to meet all terms and conditions of third-party licensing agreements associated with the College.

5.8 Users are prohibited from making any changes to the network or computing services at any time.

5.9

5.18 If there are occasions when a user must access materials or information that conflict with any of these policy statements, a written letter of support from the College instructor or administrator prior to such access is required.

Appeal Process

6.1 A student has the right to appeal a decision made under this policy.

6.2 To appeal a decision made within the scope of this policy, a student should refer to the Student Appeals Policy. http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.4.pdf

Related Policies

Student Conduct
- o http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.5.pdf

Sexual Violence and MosososososSexstudent