



Policies & Procedures Manual	# Pages: Page 1 of 4	Procedure Number: IT-01-01
	Approved by: President's Council	
Section: INFORMATION TECHNOLOGY - General	Effective Date: December 4, 2023	
Title: Acceptable Use of Information Technology (IT) Resources	Replaces: IT-01-01 (June 17, 2019)	

POLICY STATEMENT

The University College of the North (UCN) uses its information technology (IT) resources to support its teaching, learning, research, administration, and communication. UCN strives to enhance the user experience by providing employees and students with access to high-quality tools, applications, and systems to exchange, store, create and use information. UCN is responsible for safeguarding the security of its IT resources and implementing appropriate measures to prevent misuse.

PURPOSE

Users of UCN IT resources have an obligation to abide by all relevant UCN policies, federal and provincial laws, regulations and contractual obligations. The purpose of this policy is to outline the obligations and responsibilities of users with respect to the acceptable use and security of UCN IT resources and any associated electronic information created, transmitted or stored.

DEFINITIONS

UCN IT resources are defined as, but not limited to, access to and usage of:

- a) computer equipment and computer facilities;
- b) communication systems, equipment and devices;
- c) networks, including wired and wireless, networking and communications equipment, and cabling infrastructure, and access to and usage of UCN networks;
- d) user accounts and passwords
- e) email, computer applications, software and services (cloud-based and on-premise)
- f) information access privileges;
- g) data files, data storage devices and servers;
- h) internet, intranet, and UCN websites;
- i) data records, computer software, documentation and media

Users are students, staff and external clients with whom UCN maintains a business relationship. This also includes the general public, in public access locations.

Supervisor for the purposes of this policy, refers to any employee who supervises another employee. Students are considered workers under the supervision of faculty members.

GENERAL GUIDELINES

1. Users implicitly accept their obligations and responsibilities under this policy and the consequences of failure to comply by their acceptance of a UCN user account and/or use of UCN's IT resources. In addition, UCN employees are required to sign the Employee Declaration within this policy to acknowledge that they have read and understand its intent.
2. IT resources are UCN assets and must not be considered private. UCN reserves the right to monitor their use and review the content of all messages and files. There should be no presumption of privacy while using UCN IT resources.
3. UCN has zero tolerance with respect to the distribution and/or use of offensive material or other inappropriate and/or illegal activities.
4. Users of UCN IT resources shall act responsibly and respect the rights of other users.

PROCEDURES

1. Use of UCN IT Resources

a. Unacceptable Use includes, but is not limited to:

- i. breaching applicable laws, or any UCN policies;
- ii. intercepting or viewing the contents of files, messages, or communications without authorization;
- iii. Engaging in any activity that may be harmful or cause damage to any IT resources.
- iv. Sending fraudulent, harassing, threatening or obscene messages.
- v. Displaying, transmitting, distributing or making information available that expresses or implies discrimination or an intention to discriminate.
- vi. Intentionally accessing, downloading or collecting obscene material in which the dominant characteristic is the undue exploitation of sex, or of sex and any one or more of the following subjects, namely, crime, horror, cruelty and violence.
- vii. Unprofessional and inappropriate use of communication resources including but not limited to the use of disparaging, discourteous, insulting, ethnic, harassing, or abusive language, or slanderous, defamatory, coercive, extortive content.
- viii. Sending unauthorized bulk (spam) emails, transmitting commercial advertisements, solicitations or promotions for any other commercial purposes not authorized by UCN.
- ix. Intentionally breaching the terms and conditions of a software licensing agreement.

b. Personal Use

- i. Incidental use of UCN's IT resources for personal use is permitted but is limited to responsible activities that minimize the disruption of UCN business while attending to necessary personal affairs. Non-work-related activities that place heavy loads on UCN's IT resources or cause network congestion are prohibited.

- ii. Personal use is not permitted where such use interferes with job performance, business operations, the student experience or the activity of other users, or where such use would be prohibited by law or any UCN policy.
- iii. The use of UCN's IT resources for personal business or commercial use is prohibited. Users must not use accounts for any form of direct personal gain, including transmitting commercial advertisements, solicitations, or promotions not authorized by UCN.
- iv. UCN is not responsible or liable for any content created, transmitted, or stored for personal use. The User accepts all liability that may arise from their personal use of UCN IT resources.
- v. IT resources are regularly maintained and monitored and there should be no presumption of privacy for personal use records.

c. Commercial Use

- i. Use of IT resources for commercial and business purposes is prohibited except for those activities authorized by UCN.
- ii. All commercial electronic messages sent in the course of carrying out UCN business shall be sent in accordance with the principles and requirements of UCN policy *AD-01-02 Canadian Anti-Spam Legislation*.

d. Copyright and Intellectual Property

- i. Users must respect the protection provided by all applicable intellectual property laws, including, but not limited to copyright legislation, trademark legislation and the common law.
- ii. Users must respect the rights of others by complying with all UCN policies regarding copyrights and intellectual property.

e. Network Devices and Systems

Users are prohibited from:

- i. attaching unauthorized equipment to the UCN network including, but not limited to, personal routers, switches, hubs, or wireless access points.
- ii. Attempting to circumvent security facilities on any system or network on UCN-owned equipment.
- iii. Attempting to compromise the integrity of any IT resource including the placement of any destructive or nuisance programs such as viruses or worms.
- iv. Unauthorized monitoring of network transmissions and general network traffic on UCN networks.

f. Credentials and Identity

- i. Users may be provided with one or more sets of identifying credentials, which are intended for their exclusive use.
- ii. Users granted authorization and credentials to access IT resources are required to keep their passwords safe and secure.
- iii. Users are prohibited from permitting another user to use their IT accounts, credentials, and passwords.

- iv. Credentials for shared user accounts may only be shared with users who have been authorized with access to the account. Passwords shall be updated when permissions and authorizations change for the shared user group account.
- v. Users are prohibited from using or accessing another user's systems, files, email or other data without authorization.
- vi. Users are prohibited from using any credentials to access information that they are not authorized to view.

g. Confidentiality/Integrity of Data

- i. Unauthorized access and disclosure of any private, personal, or confidential information is prohibited.
- ii. Users who are authorized to access private, personal, or confidential information shall access such information only as needed for approved purposes and shall protect the integrity and confidentiality of data from those who are not authorized access to such information.
- iii. Users are expected to demonstrate high standards of integrity and ethical conduct and shall comply with professional, legal, and ethical standards.

2. Responsibilities of Users and IT Systems Administration

- a. Users of IT resources provided by UCN are fully responsible for their use of these resources and for the information that they willfully or knowingly transmit, receive or store. Users are also responsible for:
 - i. all activities performed by their user account that originate from their system with their knowledge;
 - ii. protecting their user account and password from unauthorized use;
 - iii. selecting and maintaining strong and effective passwords;
 - iv. accessing only information that is their own, that is publicly available, or to which they have been authorized access by UCN for the purpose of performing their job or assignment;
 - v. using legally licensed versions of copyrighted software or copies of documents and media in compliance with the terms and conditions of any vendor licensing agreement, copyright, or sales terms and conditions;
 - vi. being professional in nature when using communication systems.
- b. The Department of IT has the right and the responsibility to monitor the use of IT resources and traffic across the network and to manage and restrict access as required to ensure acceptable use as defined in this policy. IT is also responsible for:
 - i. the safety, integrity and security of UCN's IT resources;
 - ii. coordinating the investigation of alleged unauthorized use of UCN's IT resources under the authority of the Director of Human Resources or designate;
 - iii. providing security information and anti-virus updates to the UCN community and automatically installing those updates where possible;
 - iv. informing the UCN community of current procedures to be followed to ensure the integrity of UCN IT resources.

- c. Supervisors are responsible for enforcing compliance with this policy in the work and learning environment. Supervisors have the responsibility to report serious or repeated breaches of this policy to the Director of Information Technology in writing.

3. Breach of Policy

- a. Any individual may report suspicious, harassing or other unacceptable use of IT resources.
 - i. Concerns relating to employees are to be reported in writing to the individual's Supervisor and to the Director of Information Technology.
 - ii. Concerns relating to students are to be reported in writing to the respective Dean and to the Director of Information Technology.
 - iii. Concerns related to individuals who are not employees or students of UCN are to be reported in writing to the Director of Information Technology.
- b. IT will investigate all reports of unacceptable use of UCN IT resources.
 - i. The investigation may include but is not limited to, such methods as tracking of network activity, review of email communication and review of the contents of all data storage devices that are attached to or part of UCN-owned equipment and devices.
 - ii. Based upon initial findings, the Director of Information Technology and/or the Supervisor may authorize the immediate suspension of the User's account privileges and access to IT resources.
 - iii. The investigation will be documented as appropriate and the findings may be placed in the User's employee or student file.
 - iv. Any information obtained through an investigation may be subject to review by law enforcement or government agencies as a result of an investigative request.
- c. Any User who violates this policy or other related UCN policies, may be subject to corrective and/or disciplinary action, which may include dismissal or expulsion from UCN. Additionally, depending on the circumstances, the User may face civil action and/or criminal prosecution.

Waiver

Users may request a waiver when restrictions in this policy interfere with the research, educational or service mission of UCN. Users must complete the New Application Form for UCN REB Research Ethics Certification and UCN REB Letter of Information/Consent Form, and submit them to the UCN REB Coordinator and UCN REB Chair.

Employee Declaration (for employee use only)

By my signature, I acknowledge that I have read and understand my obligations and responsibilities under the Acceptable Use of Information Technology Resources policy and acknowledge that any electronic information generated, transmitted or stored is subject to this policy. I agree to comply with this policy and to use UCN's IT resources appropriately.

Employee Name (Print)	Employee Signature	Date
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RELATED POLICIES

AC-01-06	Academic and Disciplinary Appeals
AC-01-27	Student Discipline
AC-01-28	Student Code of Rights and Responsibilities
AD-01-01	Privacy
AD-01-02	Canadian Anti-Spam Legislation
AD-01-18	Intellectual Property (under review)
HR-01-06	Conflict of Interest
HR-01-16	Social Media
HR-05-07	Respectful Work and Learning Environment
IT-01-02	Mobile Communication and Wireless Handheld Device
LI-01-04	Copyright
WS-01-14	Prevention of Sexual Violence
EE-3	Information Systems (Governing Council Policy Manual)

RELATED DOCUMENTS

Collective Agreement
Respectful Work and Learning Process Summary
Respectful Work and Learning Procedures Guide
UCN Code of Ethics

RELATED INFORMATION

Government of Canada. Trademarks Act.

<https://laws-lois.justice.gc.ca/eng/acts/t-13/>

Government of Canada. Copyright Act.

<https://laws-lois.justice.gc.ca/eng/acts/c-42/>

Government of Manitoba. The Freedom of Information and Protection of Privacy Act.

<https://web2.gov.mb.ca/laws/statutes/ccsm/f175.php?lang=en>

Government of Manitoba. The Personal Health Information Act.

<https://web2.gov.mb.ca/laws/statutes/ccsm/p033-5.php?lang=en>