

H.01 Computing Networks

Facilities and College Resources

Nunavut Arctic College

Nunavut Arctic College Computing Networks Policy

POLICY

Computer facilities and networks are provided by Nunavut Arctic College for official use by authorized College staff and students and by designated authorized personnel.

PRINCIPLES

1. Nunavut Arctic College recognizes the importance of network connectivity in providing the communications framework for:
 - Electronic mail and messaging
 - Productivity applications
 - Management information systems
 - Educational resources
2. Access to the Internet allows connections to computer systems and resources worldwide
3. Acceptable use of College computer facilities, network connections, software resources and systems will enhance productivity and student learning.

PROCEDURE

1. Nunavut Arctic College users must adhere to the Acceptable Use Agreement [Appendix 1] and sign the appropriate User Agreement [Appendix 2 or 3].
2. Instructors, Administrators and other Nunavut Arctic College personnel will ensure connections to the Internet and College information systems [including electronic mail] are used in a responsible, ethical and legal manner.
3. Use of the Internet systems will be in support of education and research consistent with Nunavut Arctic College educational goals.
4. The computer lab facilities will have priority use as follows:
 - Student instruction
 - Career Development Training and Professional Development workshops
 - Student use in support of class assignments
5. Computer lab schedules will be posted.

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6. Computer equipment may not be removed from College property unless duly authorized.
7. Software installation and removal must only be undertaken by designated College IT personnel.
8. Policy H.03 Specialized instructional Areas and Resources will be observed in conjunction with this policy.
9. Student disciplinary action and appeals resulting from unacceptable use as defined in Appendix 1 will be handled using Policy D.01 Student Behaviour – Non Academic and Policy D.02 Appeals - Student Behaviour – Non Academic.
10. Staff disciplinary action and appeals resulting from unacceptable use as defined in Appendix 1 will be handled as per the GN Policies for staff discipline.



ACCEPTABLE USE AGREEMENT - POLICY H.01

I. BACKGROUND

All use of Nunavut Arctic College Computers, Network and connections to the Internet by Nunavut Arctic College (NAC) students or employees are subject to NAC's Acceptable Use Agreement (AUA). This Agreement will undergo annual review to ensure that it reflects current laws and regulations.

Access to the Internet allows connections to computer systems located all over the world. Users must understand that NAC Information Technology Services nor any employee controls the content of the information found on these systems. Some of the information may be controversial and may even be offensive to some individuals. Instructors, administrators, and other College personnel should ensure connections to the Internet are used in a responsible, efficient, ethical, and legal manner, and such use must be in support of education and research consistent with NAC's educational objectives.

II. PROCEDURES

Site administrators must use the appropriate attachments to certify the NAC's Acceptable Use Agreement has been distributed and signed by their staff and students.

Appendix 2: **EMPLOYEE AGREEMENT** is required of all employees of the NAC using a NAC computer network or Internet access.

Appendix 3: **STUDENT AGREEMENT** is required of all students of the NAC using a NAC computer network or Internet access.

Please use the appropriate attachments and follow the procedures on each attachment for submittal or local filing.

III. ACCEPTABLE USE AGREEMENT (AUA) FOR THE INTERNET – Agreement H.01

Rationale

Nunavut Arctic College provides computer network and Internet access for its students and employees. This service allows employees and students to share information, learn new concepts, research diverse subjects, and create and maintain websites.

Nunavut Arctic College has adopted this Acceptable Use Agreement (AUA) to set guidelines for accessing the computer network or the Internet service provided by the College. Every year, students and employees who want computer network and Internet access for that upcoming academic year need to sign and submit this Agreement to the Instructor / Supervisor. By signing this agreement, the student and employee agree to follow the rules set forth in this Agreement



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and to report any misuse of the computer network or the Internet to an Instructor or supervisor. Parties agreeing to this Agreement also understand the College may revise the Internet Acceptable Use Agreement as it deems necessary. The College will provide notice of any changes either by posting such a revised version of the Agreement on its website or by providing written notice to the students and employees.

This Acceptable Use Agreement must accompany any request for a NAC account (which provides network and Internet and e-mail access) and is also required for access to any NAC network and NAC dial-up service. The student or employee is required to change the password the first time he or she uses their account and routinely thereafter.

The Account may only be used during the time the user is a student or employee of the College. Anyone who receives an Account is responsible for making sure it is used responsibly.

Acceptable Uses of the Computer Network or the Internet

The Account and Access provided by the College should be used only for educational or professional purposes. Staff may use the Internet for personal use only if such use is incidental and occurs during their duty-free time.

If a user is uncertain about whether a particular use of the computer network or the Internet is appropriate, he or she should consult an Instructor or supervisor.

Unacceptable Uses of the Computer Network or the Internet

The following uses of the Account / Access provided by the College are unacceptable:

1. Uses that violate any Territorial or federal law are unacceptable. Unacceptable uses include, but are not limited to the following:
 - Selling or purchasing any illegal substance;
 - Accessing, transmitting, or downloading child pornography, obscene depictions, harmful materials, or materials that encourage others to violate the law; or
 - Transmitting or downloading confidential information or copyrighted materials
 - Uses that involve the accessing, transmitting or downloading of inappropriate matters on the Internet, as determined by the College or other related authority
2. Uses that cause harm to others or damage to their property are unacceptable. Unacceptable uses include, but are not limited to the following:
 - Deleting, copying, modifying, or forging other users' e-mails, files, or data;
 - Accessing another User's e-mail without their permission, and as a result of that access, reading or forwarding the other User's e-mails or files without that User's permission;
 - Damaging computer equipment, files, data or the network;
 - Using profane, abusive, or impolite language;

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- Disguising one's identity, impersonating other users, or sending anonymous e-mail messages;
 - Threatening, harassing, or making defamatory or false statements about others;
 - Accessing, transmitting, or downloading offensive, harassing, or disparaging materials;
 - Accessing, transmitting or downloading computer viruses or other harmful files or programs, or in any way degrading or disrupting any computer system performance; or
 - Accessing, transmitting or downloading large files, including "chain letters" or any type of "pyramid schemes."
 - Using any College computer to pursue hacking, internal or external to the College, or attempting to access information that is protected by privacy laws.
3. Uses that jeopardize access or lead to unauthorized access into Accounts or other computer networks are unacceptable. Unacceptable uses include, but are not limited to the following:
- Using other users' Account passwords or identifiers;
 - Disclosing one's Account password to other users or allowing other users to use one's Accounts;
 - Getting unauthorized access into other users' Accounts or other computer networks; or
 - Interfering with other users' ability to access their Accounts.
4. Commercial uses are unacceptable. Unacceptable uses include, but are not limited to the following:
- Selling or buying anything over the Internet for personal financial gain; or
 - Using the Internet for advertising, promotion, or financial gain; or
 - Conducting for-profit business activities and engaging in non-government related fundraising or public relations activities such as solicitation for religious purposes, lobbying for political purposes, or soliciting votes.

Privacy Policy

The System Administrator has the authority to monitor all Accounts, including e-mail and other materials transmitted or received via the Accounts. All such materials are the property of the Nunavut Arctic College. **Account users do not have any right to or expectation of privacy regarding such materials.**

Storage Capacity

To ensure that Account users remain within the allocated disk space, users with e-mail accounts should check their e-mail frequently and archive or delete unwanted messages and other files or data that take up excessive storage space - Employees should reference Government of Nunavut regulations concerning Records Management (ARC's) in the Staff Folder on Silat.



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Penalties for Improper Use

The use of the account is a privilege, not a right, and inappropriate use will result in the restriction or cancellation of the Account. Inappropriate use may lead to any disciplinary and/or legal action, including but not limited to suspension or expulsion or dismissal from employment from the College, or criminal prosecution by authorities. The College will attempt to tailor any disciplinary action to meet the specific concerns related to each violation.

Disclaimer

Nunavut Arctic College makes no guarantees about the quality of the services provided and is not responsible for any claims, losses, damages, costs, or other obligations arising from the unauthorized use of the Accounts. The College also denies any responsibility for the accuracy or quality of the information obtained through the Account.

Any statement, accessible on the computer network or the Internet, is understood to be the author's individual point of view and not that of the College or employees.

Account users are responsible for any losses sustained by the College, resulting from the Account users' intentional misuse of the Accounts.



H.01 Appendix 2

EMPLOYEE AGREEMENT – Acceptable Use Policy

All active employees must read and sign below.

I have read, understand, and agree to abide by the provisions of the attached Acceptable Use Policy of the Nunavut Arctic College.

I understand and agree in the event a third party makes a claim against the Nunavut Arctic College as a result of my use of the computer network or the Internet provided by the College, the Nunavut Arctic College reserves its right to respond to such a claim as it sees fit and to hold all offending parties, including myself, responsible.

I release the Nunavut Arctic College, its partners, and its employees from any claims or damages of any nature arising from my access or use of the computer network or the Internet provided by the College. I also agree not to hold the Nunavut Arctic College responsible for materials improperly acquired on the system or for violations of copyright restrictions, user's mistakes or negligence, or any costs incurred by users.

Employee Name _____ Employee No. _____

Employee Signature _____ Date _____

This form is to be kept at the Campus and kept on file by the site administrator. It is required for all employees that will be using a computer network and/or Internet access. It is to be renewed each year prior to any computer network or Internet usage.



STUDENT AGREEMENT – Acceptable Use Policy

All active students must read and sign below.

I have read, understand, and agree to abide by the provisions of the attached Acceptable Use Policy of the Nunavut Arctic College.

I understand and agree in the event a third party makes a claim against the Nunavut Arctic College as a result of my use of the computer network or the Internet provided by the College, the Nunavut Arctic College reserves its right to respond to such a claim as it sees fit and to hold all offending parties, including myself, responsible.

I release the Nunavut Arctic College, its partners, and its employees from any claims or damages of any nature arising from my access or use of the computer network or the Internet provided by the College. I also agree not to hold the Nunavut Arctic College responsible for materials improperly acquired on the system or for violations of copyright restrictions, user's mistakes or negligence, or any costs incurred by users.

Campus / CLC _____

Student Name _____ Student ID No. _____

Student Signature _____ Date _____

This form is to be kept at the Campus and kept on file by the site administrator. It is required for all Students that will be using a computer network and/or Internet access. It is to be renewed each year prior to any computer network or Internet usage.