SAIT

	AD.2.15.1
ACCEPTABLE USE OF COMPUTING INFORMATION AND TECHNOLOGY RESOURCES	
Section**:** Administration (AD)	
Subject**:** Institute and Non-Institute Services	
Legislation: *Freedom of Information and Protection of Privacy Act* (RSA 2000 cF-25); *Health Information Act* (RSA 2000 cH-5).	
Effective**:** November 21, 2019	
Revision**:**	

APPROVED: _____

President and CEO

POLICY

The policy of the Board of Governors is that members of the SAIT community will use SAIT's computing, information and technology resources only for the purposes for which they are intended, and shall be held accountable for their misuse of those resources.

PROCEDURE

DEFINITIONS

SAIT community   SAIT's governors, employees, students, alumni, contractors, consultants, agents, and volunteers.

GOVERNING PRINCIPLES

1. In order to create and foster a positive academic environment, maintain business continuity and enhance SAIT's reputation, it is critical that SAIT protects the confidentiality, integrity and availability of its computing, information and technology resources.

2. Members of the SAIT community as defined above are governed by this procedure and by applicable provincial and federal legislation in their use of SAIT's computing, information and technology resources.

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3. SAIT strives to foster and maintain an intellectual environment in which members of the SAIT community can access and create information, and can collaborate with colleagues and peers. Use of SAIT's computing, information, and technology resources should never impede SAIT's goal of a being a positive teaching, learning, and research environment. This procedure helps SAIT to achieve these goals.

PROCEDURE

A.   Personal Use

1. SAIT permits members of the SAIT community to make personal use of SAIT computing resources, provided they limit such use so that they do not consume an unreasonable amount of these resources and they do not interfere unreasonably with the activity of other users or with SAIT's business. Accordingly, SAIT may require users of its computing, information and technology resources to limit or refrain from specific uses.

2. SAIT will assess the reasonableness of any particular use in the context of all relevant circumstances.

3. SAIT is not responsible or liable for content that is created, sent, forwarded, contained or stored for personal purposes.

B. Commercial Use

1. Use of SAIT's computing, information and technology resources for commercial purposes is governed by SAIT's policies and procedures relating to conflict of interest.

C. Copyright and Intellectual Property

1. Users of SAIT's computing, information and technology resources must uphold procedure AC.2.11.1 Intellectual Property, procedure AC.2.12.1 Copyright of External Materials, and Canadian law relating to copyright and to intellectual property, including but not limited to trademarks, trade names, logos, etc.

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D. Illegal or malicious activity

1. Users of SAIT's computing, information and technology resources may not use SAIT resources to breach or to attempt to breach federal, provincial or municipal law. Examples of illegal or malicious activity include but are not limited to:

   a) Uttering threats (by computer, email or telephone).

   b) Pornography.

   c) Gambling, betting, or pyramid schemes.

   d) Cyberbullying.

   e) Hacking into the computers of other members of the SAIT community.

   f) Launching cyberattacks.

   g) Theft.

   h) Inappropriate use of SAIT's 3D computer printing resources.

2. SAIT will report suspected violations of federal, provincial or municipal law to the appropriate law enforcement agencies.

3. A member of the SAIT community found to have breached federal, provincial or municipal law in the use of SAIT's computing, information and technology resources may be subject to the sanctions and discipline set out in procedure AC.3.4.1 Student Code of Conduct and/or procedure HR.4.4.1 Corrective Actions.

E. Credentials and Identity

1. SAIT will provide each user of its computing, information and technology resources with one or more sets of identifying credentials intended for that individual's exclusive use.

2. An individual granted authorization to use an electronic identity must make all reasonable efforts to keep such information private and secure, and may not:

   a) Share credentials (username/password) with anyone other than the designated owner of those credentials.

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b) Log into a resource with a credential other than one that the individual has been assigned or authorized to use.

c) Use any credentials to access information or material that the individual is not authorized to view.

3. Credentials for shared/functional accounts should only be shared with individuals who have a need to access the account, and passwords should be changed whenever changes are made to this access.

4. For further information on passwords, refer to procedure AD.2.10.1 Password Procedure.

F. Confidentiality and Integrity of Data

1. Users of SAIT's computing, information and technology resources who are given access to sensitive and/or confidential information, records and/or data must comply with procedure AD.3.2.1 Records Management and procedure AD.3.3.1 Data Governance in their access and use of that information, records and data.

G. Ethics/Respect

1. Users of SAIT's computing, information and technology resources are expected to respect the rights and property of others, including privacy, confidentiality and intellectual property.

2. Users are required to engage in ethical behaviours, including:

a) Honesty (both academic and in business activities).

b) Acceptable language or discourse.

c) Restraint in the consumption of shared resources.

d) Respect for other individual's rights of freedom from harassment in forms such as intimidating, disrespectful or obscene messages, jokes or images.

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H. Systems Administration

1. SAIT has the right to access, monitor and record stored and/or in-transit SAIT data and the usage of computing, information and technology resources when there is:

   a) Suspected or alleged impropriety (including a data breach event).

   b) A business need for access when an employee is absent.

   c) A request arising in relation to legislation.

   d) As otherwise required by law.

2. SAIT has the right to use information gained in this way in disciplinary actions as per procedure AC.3.4.1 Student Code of Conduct and/or procedure HR.4.4.1 Corrective Actions, and to provide such information to appropriate internal and external investigative and/or law enforcement authorities.

I. Compliance

1. Any breach of this procedure may be dealt with as per procedure AC.3.4.1 Student Code of Conduct, procedure HR.4.4.1 Corrective Actions, and/or any applicable collective agreement or terms of employment.

J. Obligation to Report

1. Users of SAIT's computer, information and technology resources shall report any violations of this procedure to the Information Technology Services department, through the Helpline.

2. An individual who suspects that there has been unauthorized access to that individual's account or that abuse of other computing, information and technology resources has occurred must promptly bring the situation to the attention of the administrators of the system or the Helpline.

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K. Unauthorized Network Devices

1. Members of the SAIT community shall not connect any network devices or systems (including but not limited to switches, routers, wireless access points, VPNs, and firewalls) to SAIT's network without Information Technology Services' prior approval.

POLICY/PROCEDURE REFERENCE

AD.2.15   Acceptable Use of Computing, Information and Technology Resources policy

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