

Section:	Administration (AD)
Subject:	Institute and Non-Institute Services
Legislation:	
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**APPROVED:** \_\_\_\_\_  
**President and CEO**

## **POLICY**

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

## **PROCEDURE**

### **GOVERNING PRINCIPLE**

1. This procedure shall apply to all members of the SAIT community who have occasion to use any of SAIT's information services, including all students (full-time, part-time, continuing education), employees (full-time, part-time, contract and wages) and members of the general public.

### **PROCEDURE**

1. A user must:
  - a) Accept responsibility and accountability for use of the facilities provided;

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- b) Acknowledge that accounts are provided for the use of the account owner only and that it shall be considered a violation of this procedure to provide personal passwords or account access to third parties;
  - c) Recognize the public nature of shared facilities or services and take care not to display in such facilities or services images, sounds or messages that could create an atmosphere of discomfort or harassment of others;
  - d) Report to the director of the Information Systems department all apparent violations of these procedures of which the user becomes aware;
  - e) Respect and maintain the confidentiality of personal information;
  - f) Respect and protect the integrity of data and programs to which access is provided, copying only from pre-authorized sources, never deleting or changing information without its holder's consent and permission and taking all reasonable and practicable precautions to protect passwords and data files to which access is provided; and
  - g) Use the facilities provided for the purposes for which they are intended, staying within the limits of the user's personal authorization for use.
2. All users are specifically prohibited from:
- a) Attempting to deliberately degrade systems performance or capability;
  - b) Attempting to damage systems, software or intellectual property of others;
  - c) Attempting to gain access to others' personal accounts or information;
  - d) Attempting to subvert the protective mechanisms of any SAIT system or service;
  - e) Engaging in such activities as software piracy, including copying of copyrighted software, and using SAIT facilities for unauthorized profit-making activities; and
  - f) Using unlicensed or otherwise unauthorized software or systems on SAIT facilities or SAIT's equipment or services.
3. SAIT will treat user data and programs as private and confidential and will examine said data only with just cause, as set out in paragraph 4 of this procedure. SAIT will not disclose that information to a third party unless it is for use in a disciplinary, criminal or civil proceeding.

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4. SAIT reserves the right to:
  - a) Deny or withdraw service privileges at any time in SAIT's best interests;
  - b) Inspect, copy, remove or otherwise alter data files, system resources or user files in the regular conduct of its duty to maintain efficient and effective service operations or in the conduct of an investigation of suspected misuse;
  - c) Monitor and record the use of any facility, service or system if abuse of the facility, service or system has been reported and to use any information thus gained in disciplinary, criminal or civil proceedings; and
  - d) Institute disciplinary, criminal or civil proceedings, as appropriate, in the event of an apparent violation of this procedure.
5. Where a user has access to information services which permit the user to add to or modify data or information in the system, including access to electronic mail services, the user must sign a user agreement reflecting the conditions stated in these procedures to obtain and to continue such access.
6. Where a user has access through or on SAIT's behalf to network information services, including to such services as those of the internet (including but not limited to simple mail transfer protocol, telnet protocol, file transfer protocol, and hyper text transport protocol), then, in addition to all of the above provisions, the user shall be bound by the terms of any network access agreement that SAIT has accepted. These terms shall normally be summarized in a supplemental user agreement, which the user must sign and follow.

## **POLICY/PROCEDURE REFERENCE**

AD.2.7            Information Services User Code policy

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