

POLICY:  <p style="text-align: center;"><b>Student Computer and Telecommunications Usage Policy</b></p>		POLICY NUMBER: <p style="text-align: center;"><b>AC-011-A1</b></p>
		PREVIOUS/REPLACES: <p style="text-align: center;"><b>Student Manual</b></p>
APPROVED BY: <p style="text-align: center;"><b>Academic Council</b></p>	EFFECTIVE DATE AS OF: <p style="text-align: center;"><b>November 1, 2021</b></p>	PRIOR VERSIONS: <p style="text-align: center;"><b>August 2020</b></p>

## 1. Policy Statement

This policy provides guidelines for the appropriate and inappropriate use of the computing resources of Herzing College. Computing resources include all computers, related equipment, software, data, and networks for which the College is responsible, as well as networks throughout the world to which the College provides computer access.

## 2. Scope

Applies to all users of the College’s computing resources including students, faculty members, staff, alumni, and guests of the College.

## 3. Procedure

1. The computing resources of Herzing College are intended to be used for its programs of instruction and research and to conduct the legitimate business of the College. All users must have proper authorization for the use of the College’s computing resources. Users are responsible for seeing that these computing resources are used in an effective, ethical, and legal manner.

Users must apply standards of normal academic and professional ethics and considerate conduct to their use of the College’s computing resources. Users must be aware of the legal and moral responsibility for ethical conduct in the use of computing resources. Users have a responsibility not to abuse the network and resources, and to respect the privacy, copyrights, and other intellectual property rights of others.

2. In addition to the policy contained herein, usage must be in accordance with applicable College procedures and applicable Provincial and Federal law.
3. Policy violations generally fall into the following categories and involve the use of computing resources to:
  - a. Harass, threaten, or otherwise cause harm to specific individuals or classes of individuals.
  - b. Impede, interfere with, impair, or otherwise cause harm to the activities of others.

- c. Download, post or install to college computers, or transport across college networks, material that is illegal, proprietary, in violation of license agreements, in violation of copyrights, in violation of college contracts, or otherwise damaging to the institution.
- d. Recklessly or maliciously interfere with or damage computer or network resources or computer data, files, or other information.
- e. Navigate to, download, or distribute sexually explicit or pornographic materials or materials considered offensive or insulting by community standards.
- f. Examples (not a comprehensive list) of policy violations include:
  - Sending an individual or group repeated and unwanted (harassing) email or using email to threaten someone
  - Accessing, or attempting to access, another individual's data or information without proper authorization (e.g., using another's computing account and password to look at their personal information)
  - Propagating electronic chain mail or sending forged or falsified Email

#### 4. Administration

The Academic Dean or their designee shall be responsible for the enforcement of this policy.

#### 5. Review

This policy shall be reviewed by the Academic Council in 2024.