

Item	6.7
For approval by	Board of Governors
Date for approval	May 2012

TECHNOLOGY USE POLICY

1. PURPOSE

UOIT owns, maintains and manages computing and network resources to support the educational, instructional, research and administrative activities of the university. While individuals are free to use these valuable resources in pursuit of their individual and collective academic and administrative goals, it is equally important that safeguards are in place to ensure that the information, equipment and networks remain reliable, robust and secure on an ongoing basis. To that end, this policy is designed to guide in the management and use of the computing and network resources in a manner that is consistent with UOIT's values of integrity and responsibility, honesty and accountability, and intellectual rigour.

2. POLICY

All members of the UOIT community, including employees, students, alumni and authorized guests, may be granted access to technology resources for use in their academic- and administrative-related activities. Users are expected to respect the university's good name in all electronic dealings with those outside the university and are responsible for familiarizing themselves and abiding by the university policies and regulations regarding the appropriate use of its technology resources. This includes, but is not limited to:

- Respecting the rights of other members of the university community who study, work and live within it and refraining from transmitting or displaying on their devices images, sounds or messages that might create an atmosphere of discomfort, harassment or offense to others;
- Refraining from conduct that may interfere with, access, or impair the activities of others;
- Maintaining the integrity of their own IT account, taking reasonable measures to protect passwords and not sharing them with others;
- Using appropriate safeguards to secure technology resources against theft, damage or unauthorized access;
- Respecting the intellectual property rights of others, and using technology resources in a manner that is consistent with UOIT's contractual obligations to suppliers of intellectual property; and
- Abiding by university regulations, policies and by-laws and by federal, provincial and municipal laws.

While the university strives to maintain the privacy of information stored on UOIT technology resources, its confidentiality cannot be guaranteed. Additionally, in the performance of their duties, IT staff may access user files.

UOIT technology resources cannot be used for the purposes of non-university related advertising, mass emailing, political activities or to operate a business or other commercial enterprise without the written approval of the provost or vice-president, External Relations and the IT executive director.

Approved by the Board of Governors, May 17, 2012 (supersedes the UOIT Policy on Acceptable Use of Information Technology, March 2006)

UOIT considers any violation of this policy to be a serious offense and reserves the right to copy and examine any files or information resident on university systems related to alleged inappropriate use, and to protect its network from systems and events that threaten to degrade operations.

3. SCOPE AND AUTHORITY

This policy applies to all members of the UOIT community, including employees, students, governors, alumni, guests, and other individuals who have been granted permission by virtue of their role and responsibilities, to access certain data, applications or systems that are part of UOIT's technology resources. The technology resources encompass all computing and networking resources owned by UOIT and those other resources that have been authorized by Information Technology Services to be connected to university facilities, including hardware, software, computer systems, applications, servers, databases, Internet, electronic communication, wire and wireless networks, campus telephone and voicemail systems available on and off campus.

The Provost and Vice-President, Academic is responsible for the interpretation and administrative direction of this policy and associated procedures and guidelines to ensure their consistency with other university policies, as well as broader regulatory requirements.

4. PROCEDURES

Incidents of inappropriate use of technology resources shall be investigated and dealt with by the university and will be subject to discipline and sanctions as are appropriate in the circumstances, including restrictions on or suspension of privileges or, for more serious cases, expulsion or termination from the university. Such matters will be dealt with in accordance with the Student Conduct Policy in the case of students, and with applicable collective agreements and policies for employees and volunteers. Offenders may also be prosecuted under federal, provincial and municipal laws, regulations and by-laws.

5. REVIEW AND RENEWAL

This policy and its associated shall be reviewed on a regular basis and at minimum every three years.