

Acceptable Use of Information and Communication Technologies

Users of MCFT's information and communication technologies (ICT) must adhere to this policy so that ICT is used **legally, ethically, securely, responsibly and respectfully**. These characteristics of acceptable use are required for the technologies to fulfill their intended uses: to enable and support teaching, learning, and administration. MCFT information and communication technologies include: hardware such as computers, copiers, mobile devices and data projectors; software whether licensed, purchased or developed in-house; electronic data such as website content or institutional information; MCFT identities such as login IDs, email addresses and internet domain names; and MCFT intranet components such as cables, hubs, and the information flowing through them. The policy applies to all distant and on-campus users of ICT including, faculty, staff, students, retirees, alumni, visitors and guests. The following information is intended to provide models of acceptable use of ICT and is not intended to be a comprehensive list.

To use ICT **legally and ethically** users must:

- Limit any download, copy or distribution of materials such as publications, software, music or movies to the terms of the applicable license agreement or the Canadian Copyright Act.
- Maintain confidentiality and privacy of the information to which they have access and view, collect or use only authorized information.

To use ICT **securely** users must:

- Protect identities and information in accounts by selecting secure passwords, preventing others from viewing or obtaining passwords, logging out when accounts are not in use and ensuring important information is backed up.
- Secure ICT infrastructure and data by installing the latest software security patches and protecting equipment from viruses, pop-ups and other malicious software.
- Safeguard information confidentiality by using secure access methods. When communicating confidential information electronically choose appropriate communications methods depending on information value, use and sensitivity. Many electronic methods, such as email, are naturally insecure.

To use ICT **responsibly** users must:

- Be accountable for all activity in personal or sponsored accounts, using the accounts and information available through the accounts only for the purposes for which they were intended. Activities related to personal gain such as on-line gambling, and production of flyers, posters and invitations must take place on non-MCFT owned technology.
- Exercise good ICT stewardship by not endangering ICT infrastructure and by using resources efficiently and effectively. For example, to avoid accidental spills that could damage equipment drink from covered containers and avoid eating around computers; to prevent accidentally compromising or disabling a computer install only authorized software; to avoid consuming unnecessary storage delete outdated files; to save paper print only when necessary and consider using duplex printing; and to minimize costs and obtain best value from staff and vendor support follow approved ICT standards.
- Contribute to ICT reliability by attaching only approved hardware such as standard computers, printers, flash drives and similar devices to the network. Unplugging cables, plugging in unauthorized devices or similar activity may leave equipment and infrastructure in an unusable state.
- Prevent others from misinterpreting actions or intentions by not possessing software or tools that could be used for unacceptable uses such as gaining unauthorized access to accounts or equipment.

To use ICT **respectfully** users must:

- Be professional and courteous in MCFT electronic communication such as voicemail, email, texting and tweeting.
- Be sensitive to what people can see and hear in public spaces and computer labs. Information such as confidential, personal, or potentially offensive material should be viewable only by the user. In public work spaces noise, whether from talking, computer sound or through headphones should be quiet and behaviour should be conducive to a work environment.
- Share resources that aren't user specific. For example, use network bandwidth and lab computers only for course work, academic work, or administrative uses. If in a lab, use only one lab machine at a time, if others are waiting give them an opportunity to use a computer as soon as course work is completed.

Consequences

If a violation has occurred or is suspected, Information Technology Services (ITS) may remove user ICT access with or without notification. If possible, practical, and legal, ITS will contact the affected user to resolve the issue and eliminate the need to remove access. Depending on the violation, there may be MCFT disciplinary action, or legal action.

Appeal

Students or users who wish to appeal ICT access restriction must appeal initially to the faculty / staff member who initiated the restriction. Final arbitration is the responsibility of the Director.