## USE OF INFORMATION TECHNOLOGY RESOURCES

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| Policy Area: | Administrative |
| Policy Number: | ITRPL_2304R_AD/ITS |
| Policy Sponsor: | Vice President, Employee and Corporate Services |
| Policy Contact: | Director, Information Technology |
| Stakeholders: | Employees, Students, and the OC Community |
| Authority: | *College and Institute Act* |
| Approval Authority: | Executive Team |
| Approval Date: | April 19, 2023 |
| Effective Date: | July 1, 2023 |
| Replaces: | Use of Information Technology Resources Policy E.5.1 (2015) |
| | Cellular Device Policy (E.5.2) (2017) |
| Last reviewed: | July 2023        Scheduled review date:        July 2028 |

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| Procedures: | *Procedures for Use of Information Technology Resources* |

## 1.    Policy Statement

This policy is intended to outline the responsibilities of members of the College Community with respect to the acceptable use and security of College Information Technology Resources. All Users of Okanagan College Information Technology Resources are responsible for using them appropriately and maintaining their security.

Because Okanagan College is a public body governed by the Freedom of Information and Protection of Privacy Act ("FOIPPA"), records created by using its Information Technology Resources are records within the custody or control of Okanagan College. All users should be aware that records created and stored on the College's Information Technology Resources may be accessible under FOIPPA.

## 2.    Purpose

The purpose of the Use of Information Technology Resources policy is to establish the standards and process for all users within Okanagan College community that access and use, the College's Information Technology Resources including acceptable, prohibited and incidental personal uses of Information Technology Resources.

## 3. Scope

This policy applies to all users within the Okanagan College Community and to others who have been granted the use of Okanagan College's Information Technology Resources.

This policy refers to all Information Technology Resources within Okanagan College whether individually controlled or shared, stand-alone or networked. It applies to all computers and communication facilities owned, leased, operated, or contracted by Okanagan College including computers, mobile phones, digital storage devices, networks and associated peripherals, software, intranet, and internet, and all individuals using and accessing Okanagan College's computing systems.

## 4. Definitions

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| **College Community** | Means Students, Employees, members of the Board of Governors of the College, contractors, volunteers and visitors. |
| **Employee** | Means any person employed by (or who has an appointment with) the College. |
| **Information Technology Resources** | Means the electronic information needed to conduct College Business and any services, devices, and facilities that are owned, leased, or provided by the College, and that are used to store, process or transmit electronic information. These include, but are not limited to: computers and computer facilities; computing hardware and equipment; mobile computing devices such as laptop computers, smartphones, smart devices, and tablet computers; audio and visual equipment; electronic storage media such as CDs, USB memory sticks, and portable hard drives; communications gateways and networks; email, software, enterprise systems, and learning management systems. |
| **FOIPPA** | Means the Freedom of Information and Protection of Privacy Act of British Columbia, and regulations thereto. |
| **Learning Management System (LMS)** | Means the software applications for the administration, documentation, tracking, reporting, automation, and delivery of educational courses, training programs, or learning and development programs. |
| **Student** | Means any person enrolled as a student at Okanagan College. |
| **User(s)** | Means any person who utilizes Okanagan College Information Technology Resources. |

## 5. Responsibilities of Users

5.1 All Users are responsible to comply with all applicable laws including the Criminal Code of Canada, Copyright Act, BC Freedom of Information and Protection of Privacy Act, BC Civil Rights Protection Act, BC Human Rights Code, and Okanagan College policies while using Okanagan College Information Technology Resources, and with licenses governing the use of computer programs, software and documents.

5.2    All Users must comply with the information security practices established and published on the IT Services website regarding the security of the College's Information Technology Resources: *https://www.okanagan.bc.ca/it-services/it-security*.

5.3    All Users must respect copyrights, software licenses, intellectual property rights, and contractual agreements.

5.4    Where a User is issued a College mobile phone, the User must be knowledgeable of the College's mobile phone geographical coverage and data limits.

5.5    If traveling outside of Canada, the User must be aware of any additional security considerations for Information Technology Resources. Contact the IT Helpdesk for information regarding travel.

## 6.    Prohibited Activities of Users

6.1    Prohibited uses of the College's Information Technology Resources are any uses that disrupt or interfere with the use of the resources for their intended purpose. Examples of prohibited use include, but are not limited to:

a)    Using Information Technology Resources to access, create, view, listen to, store, or transmit material that is harassing, obscene, abusive, illegal, pornographic, discriminatory, or that otherwise violates applicable laws, Okanagan College's agreements, policies, or community standards, except if such use is part of assigned Okanagan College duties or course work;

b)    Failing to maintain the confidentiality of passwords, access codes, or identification numbers used to access College Information Technology Resources;

c)    Tampering with equipment, files, digital storage media, passwords, or accounts of others, misrepresenting one's identity in messages, or attempting to circumvent or subvert security measures;

d)    Intentionally developing programs or making use of existing programs to harass other Users, infiltrate an Information Technology Resource, damage or alter the software components of an Information Technology Resource, or gain unauthorized access to other facilities accessible via the network;

e)    Using Information Technology Resources, services, or facilities for non-Okanagan College purposes, projects, commercial, or other external purposes except as described below;

f)    Unauthorized release of private/personal and/or confidential information related to Okanagan College's business, employees, or students;

g)    Seeking information on passwords or information belonging to another User without authorization;

h)    Downloading, sharing, and/or installing unauthorized programs, files or software;

i)    Knowingly introducing a worm, malware, or virus; and

j)    Creating, transmitting, distributing, forwarding, downloading, or storing any software, files, or programs that infringe any copyright, trademark, or intellectual property rights or which expose Okanagan College to unauthorized legal obligations or liability.

6.2    Nothing in section 6 shall be construed as preventing or restricting duly authorized system administrators or other technical personnel from carrying out their duties.

**7.    Incidental Personal Use**

7.1    The primary use of Okanagan College's Information Technology Resources must be related to Okanagan College's educational and research mission, business, and functions. Incidental personal use of the College's Information Technology Resources is permitted provided that such use meets each of the following criteria:

a)    it complies with this Policy;

b)    it does not cause Okanagan College to incur any unauthorized cost;

c)    it does not expose Okanagan College to risk;

d)    it is not Prohibited Activity;

e)    it is not for the commercial or personal profit of the User or the profit of others; and

f)    It Is not considered misuse of Okanagan College credentials.

7.2    Students and Employees should not rely on College accounts, email, devices, apps, or other Information Technology Resources to store, restore, access, or have an expectation of future access to personal accounts, information, or storage. Okanagan College accounts and email should not be used for personal accounts, storage, or any other personal information.

7.3    Okanagan College does not pay for an Employee's cost for internet service at home.

7.4    For cellular phone service only, the College does not consider an Employee's personal use of the College-owned cellular device to be a taxable benefit if the Employee's personal use of the service is reasonable and does not result in charges to the College. Personal information and storage on devices must be backed up to individuals' storage. There is no expectation of Okanagan College to store, restore, or provide access or an expectation of future access to personal information on cellular devices.

7.5    The use of Information Technology Resources for commercial or profit-related purposes is restricted to those activities sponsored and authorized by a Vice President.

7.6    The foregoing sections are not intended to be an exhaustive list of permissions and prohibitions governing the use of Okanagan College Information Technology Resources. All Users continue to be subject to all applicable laws and Okanagan College policies.

**8.    Privacy and Monitoring**

8.1    Okanagan College has a responsibility to ensure that all email, communications, and information downloaded on or viewed from Okanagan College's Information Technology Resources complies with Okanagan College policies and agreements, and with applicable laws.

8.2    While Okanagan College takes reasonable measures to backup information and protect it from loss, the College cannot guarantee that personal use records will be retained in the Information systems or remain confidential.

8.3    Okanagan College does not regularly monitor Users' use of Information Technology Resources. However, monitoring may occur for technical review/assistance, policy or law violations, or security breaches. As a result, Users should not expect privacy when using Okanagan College Information Technology Resources.

8.4    Information Technology Services Employees routinely analyze systems, network activity, logs, and files for the purpose of troubleshooting, monitoring, security, legal compliance, performance, and addressing security and system maintenance needs.

8.5 Subject to the provisions of any collective agreements between the College and its unions, including notice provisions, an employee's use of LMS may be reviewed by an employee's supervisor (Associate Dean, Dean, or Director), for the purposes of employee evaluation.

8.6 Students' use of LMS may be monitored by relevant instructors or by the authorized relevant Program Associate Dean, Dean or Director, or their designate without notice, for the purpose of evaluation of Student compliance with College policies.

8.7 With approval, authorized Employees may access, inspect or monitor the use of Information Technology Resources without notice for investigative purposes, if there are reasonable grounds to believe a violation of College policies, agreements, or applicable laws has occurred.

## 9. Related Acts and Regulations

*Freedom of Information and Protection of Privacy Act*

## 10. Supporting References, Policies, Procedures and Forms

*Privacy Policy*
*Privacy Website Procedures*
*Social Media Policy*
*Code of Ethical Behaviour*

### History / Revisions

| Date | Action |
|---|---|
| 2023-04-19 | *Revision Approved by Executive Team:* Use of Information Technology Resources Policy |
| 2015-11-27 | *Revision Approved by President* |
| 2013-06-28 | *Revision Approved by President* |
| 2010-04-20 | *Revision Approved by President* Use of Information Technology Resources (E.5.1) |
| 2005-06-28 | Board of Governors adopted OUC Policy: Use of Information Technology Resources |
| 2017-11-16 | *Approved by President:* Cellular Device Policy (E.5.2) (2017) |
| 2007-03-28 | Cellular Phone and PDA Use Policy (2007) |