

ADMIN. GUIDELINE  
**Information Technology - Access**

SECTION: IV -A  
GUIDELINE: 28  
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*Also refer to:*

- *Governance Policies - Executive Limitations - People Treatment (page 2)*
- *"Ends" Policies: ~~Technology (page 24)~~  
~~Serving the College Region (page 27)~~*
- *Guideline IV.A.6-Communications, General*
- *Guideline IV.A.8 - Staff Use of College Equipment & Facilities*
- *Guideline IV.C.30 - "Ethics"*

GENERAL:

Northern Lights College recognizes that technology is rapidly changing the way people work and communicate. All its constituents will be affected by these developments and as an educational leader, the college, therefore, intends to embrace the new technologies and acknowledges its role in assisting students and staff in maximizing the potential benefits of computer related communications.

Northern Lights College will provide access to information and educational technology facilities and services to the following constituents. User priorities may apply in some college locations where computer access is limited by the availability of staff or facilities.

STUDENTS:

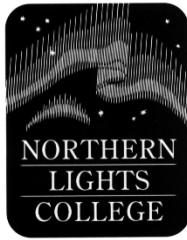
All students of the College will have access to computers for the purposes of course-related research, word processing and communications (e.g. internet, e-mail.) Dial-in access is not yet available to students.

FACULTY AND STAFF:

All regular full- and part-time employees will have access to a full range of computer services including a personal e-mail account, internet access and the programs and software necessary to their work. Temporary employees will have access as determined by the local administrator. Within the capabilities of the college's existing ports, dial-in access will be available to any regular full- or part-time employee requesting it and to temporary employees at the discretion of the local administrator.

PUBLIC:

The public will have access to selected college computers for the purposes of personal research, internet access and publicly available e-mail. Time limitations may be in effect at certain locations at peak times.



## APPROPRIATE USE POLICY

The computing and communication facilities and services available at the College are primarily but not exclusively intended for learning, teaching, research, and administrative purposes. When availability allows, acceptable leisure use is also permitted. The use is governed by all applicable college policies including personal and sexual harassment, ethics, etc., as well as by all applicable Canadian federal, provincial and local laws and statutes including the Criminal Code of Canada, the BC Civil Rights Protection Act and the BC Human Rights Act. These are supplemented by the acceptable use policies established by those networks to which the college network is inter-connected, the Internet, which includes for example, BC net and CA\*net. The user bears the primary responsibility for the materials that she or he chooses to access, send or display. The computer facilities may not be used in any manner which contravenes the policies, laws or statutes referred to.

The user must use the computing facilities and services in a responsible fashion. This requires that the user:

- Respect the legal protection provided by copyright and license to programs and data.
- Respect the privacy of others by not tampering with their files, passwords or accounts, or representing others when using e-mail.
- Refrain from using the computer services for criminal purposes or the viewing or display of offensive material in accordance with Canadian law (e.g. the public display of pornography, racist or hate literature).
- Respect the integrity of computing systems and data. For example, a user must not:
  - intentionally develop programs or make use of already existing programs that harass other users; or
  - infiltrate a computer or computing system; and/or
  - damage or subvert (intentionally or unintentionally) the software components of a computer or computing system; (Do not use “pirated” software or corrupt disks.)
  - knowingly send or distribute messages containing electronic viruses, chain letters, commercial mass mailings or other material deemed to be unsolicited or damaging by the recipient
  - gain unauthorized access to other facilities accessible via the network;
  - change the settings of the work stations beyond that needed for legitimate use.
- Respect the limits that may be placed on designated work stations, e.g., time limits during peak hours, printing to specific printers, downloading only to personal disks, etc.

Anyone contravening these guidelines will have his/her computing privileges revoked. Further action may be taken at administrative discretion.