# 9.3 CODE OF CONDUCT FOR APPROPRIATE USE OF INFORMATION TECHNOLOGY FACILITIES + SERVICES

## ENABLING LEGISLATION + LINKED POLICIES

*Laws of General Application*

## OBJECTIVE

The objective of this policy is to establish a code of conduct for use of computing facilities and services.

## SCOPE

This policy applies to all users of computing facilities and/or services.

## POLICY

1.  Emily Carr University of Art + Design (University) is committed to ensuring a working and learning environment in which all persons treat each other with humanity and respect.

2.  The computing and communications facilities provided at the University are primarily intended for teaching, research and administrative purposes.  Their use is governed by all applicable University policies, including the Harassment policy, as well as by all applicable Canadian federal, provincial and local laws and statutes, including the Criminal Code of Canada, the B.C. Civil Rights Protection Act, the B.C. Freedom of Information and Protection of Privacy Act and the B.C. Human Rights Act.  These are supplemented by the acceptable use policies established by those networks to which the University network is interconnected, the Internet, which includes, for example, BCnet and CA*net.

3.  The user bears the primary responsibility for the material that he or she chooses to access, send, display or store.  The computer facilities may not be used in any manner which contravenes the above policies, laws or statutes.  The user must use the computing facilities and services in a responsible way.

4.  This requires that the user:

    *   Respect the legal protection provided by copyright and license to programs and data;

    *   Respect the rights of others by complying with University policies regarding intellectual property;

    *   Respect the privacy and confidentiality of others by not tampering with their data, files, passwords, or accounts, or representing others when messaging or conferencing;

    *   Recognize that system failures or design faults may compromise privacy and users should be aware that authorized University personnel may have access to data and software stored on the University system;

- Use only computer IDs or accounts and communication facilities which you are duly authorized to use, and use them for the purposes for which they are intended;
- Properly identify yourself in any electronic correspondence and provide valid, traceable identification if required by applications or servers within the University computing facilities and in establishing connections from the University facilities;
- Refrain from using University computing facilities for unauthorized commercial activities;
- Respect the integrity of computing systems and data; for example, by not intentionally developing programs or making use of already existing programs that harass other users, or infiltrate a computer or computing system, and/or damage or alter the software components of a computer or computing system, or gain unauthorized access to other facilities accessible via the network;
- Use computing and communications facilities in a manner that is consistent with the ethical principles set forth by the University and with accepted community standards.

5. Those who do not adhere to these guidelines and policies may be subject to suspension of computing privileges and other disciplinary action (ex: suspension, expulsion or termination).

6. Initial use of any University computer facility or service accessed using a University computer ID denotes that the applicant has read and understands the guidelines as outlined here and also denotes acceptance of the above-stated terms of use.