MANITOBA INSTITUTE OF
TRADES AND TECHNOLOGY

POLICY: **MITT Computer Usage Policy**		POLICY NUMBER: Pending
		PREVIOUS/REPLACES: **Digital Technology;** **JFCAB Student Pagers and Cellular Phones, 2009**
APPROVED BY: **Executive Council**	EFFECTIVE DATE AS OF: **September 9, 2015**	PRIOR VERSIONS: **October 30, 2009**

1. **Policy Statement:**

Manitoba Institute of Trades and Technology (referred to as MITT) students and staff are expected to conduct themselves at all times in a professional and respectful manner when accessing or using any MITT computing hardware, software, or network resources. Any computing resource provided by MITT is expected to be used for purposes related to MITT programs, or for appropriate personal use. The same is also expected and required of privately owned computers and phones being used on-campus or connected to an MITT network, as well as computing equipment used at a work practicum or co-op site.

All MITT students and staff are subject to the following rules and expectations, as well as any unforeseen situations or actions not described here which would reasonably be considered a violation of the MITT Computer Usage Policy.

In addition to the following, students and staff in violation of the Computer Usage Policy will be subject to the applicable Student Discipline, Student Behaviour, and MITT Progressive Discipline Policy (Staff).

Computer and Network Access: Classrooms, Common Areas, MITT Servers, and Email

- Under no circumstances is a student or staff member to search for, view, display, download, access, distribute, or use in any way, any type of offensive or illegal material while using an MITT computer or network, a personal or MITT issued email account, or while using a personally owned device on MITT property or while representing MITT. This includes, but is not limited to, material considered pornographic, abusive, hateful, discriminatory, racist, sexist, homophobic, or any content which promotes or displays violence, the use of weapons, or any other illegal act.

- Under no circumstances is a student or staff member to use MITT computers or networks, a personal or MITT issued email account, or a personally owned computing device to engage in cyberbullying, or any other threatening, harassing, demeaning, hateful, or humiliating activity directed at another person.

- Students and staff using public-use or program-related MITT computers are not to change passwords, or in any way alter, limit, or prevent access to an MITT-owned computer, server, or software application unless specifically authorized to do so.

- Students and staff will not download or install any software, program, or application to an MITT computer or server, unless specifically instructed to do so by an MITT system administrator. This includes: viruses; network intrusion, malicious, or denial of service software; games, file sharing (i.e. torrents), or media items not related to course study.

- Students and staff will not connect a personally owned device to an MITT computer or network unless the device has current security updates and anti-virus software installed.

- No student or staff member shall attempt to gain unauthorized access to MITT servers or internal networks.

- No student or staff member shall use an MITT computer or network to commit copyright infringement, or to violate the intellectual property rights of any person, business, or other entity.

- No student or staff shall use an MITT computer or network for personal financial gain, including any type of solicitation or advertisement.

- No student shall use an MITT computer, network, or MITT email account to send bulk or excessively large, multi-recipient emails. MITT staff are permitted to send "All Staff", "All Student", or large multi-recipient emails only when appropriate and only after prior approval from their supervisor and/or IT.

- The first priority for MITT student-use computers in common areas or classrooms is for program-related or other academic purposes. Personal use is permitted when there are no other students requiring access to a computer, and only where it does not interrupt or distract from regular classroom work.

- MITT students registered in programs requiring specialized software installed in MITT computers (i.e. CAD) will be given priority of use.

- Students are expected to use headphones when viewing files with audio, so as not to disrupt the work of others in common areas on-campus.

Privacy

- MITT students and staff have both a right, and a responsibility, to protect the privacy and security of personal and MITT data, and to respect the security and privacy of others. Under no circumstances is a student or staff member to display, post, or otherwise distribute in any form, personal information or images (age, sex, address, photos, etc.) belonging to another student or MITT staff member. This includes information in emails or posted to public websites, online resources, and social media.

- Files, login names, passwords, printouts, and storage devices are considered personal property. Students and staff must not view or use in any way, someone else's computing property without explicit permission from the owner.

- Any attempts to evade protective measures on a computer or network (i.e. passwords) are considered a violation of privacy and will result in disciplinary action under the MITT Student Discipline Policy or the MITT Progressive Discipline Policy

- MITT student and staff computer and email accounts are not transferable. Students and staff will not allow any other person to access their MITT issued computer or email account. All students and staff are responsible for taking reasonable measures to ensure there is no unauthorized access to their MITT computing or email accounts.

- Under no circumstances will a student or staff member knowingly give any type of MITT password to another person. Doing so may result in the suspension of computing privileges, as well as action under the MITT Student Discipline Policy or MITT Progressive Discipline Policy (Staff).

- MITT system administrators observe the rights of all MITT computer users to privacy and freedom of information. MITT will not examine the contents of mail logs, data files, programs stored on assigned hard drives, or any personal storage devices unless investigating an incident or allegation of misuse.

- MITT will not record, examine, or otherwise disclose browser histories, or any other online use of an MITT computer, network, or personally owned device, unless investigating an incident or allegation of misuse.

- MITT system administrators reserve the right to delete, limit, or otherwise manage files or data stored on MITT drives as part of regular server and system maintenance.

Liability

- MITT is not responsible or liable for the accuracy or validity of any online content accessed through an MITT computer or network, and is not responsible for any type of personal losses (i.e. data, financial, etc.) incurred during their use.

- All users of MITT computers and networks are advised to exercise caution and due diligence while conducting any personal or school-related activities online using an MITT or personally owned device.

2. **Scope:**

This policy applies to all MITT students and staff. Therefore, all of the aforementioned are responsible for compliance with this procedure.

3. Procedure:

Students or staff found to be misusing an MITT or personal computing resource or device while on-campus, or while representing MITT will be subject to the disciplinary actions described in the MITT Student Discipline Policy, MITT Progressive Discipline Policy, as well as any applicable provincial or federal laws, including the Criminal Code and Copyright Act of Canada.

Students should report any misuse of computing equipment to their program instructor, a Student Advisor, an Academic Coordinator, Student Services Manager, Academic Dean, or the first available MITT staff member.

Staff members are required to report any misuse of computing equipment to their immediate supervisor, or to the most appropriate management level within their reporting chain.

Where an incident of misuse is determined to be a violation of provincial or federal laws, the appropriate law enforcement authority will be notified.

4. Administration:

MITT instructors, staff, and management will be responsible for enforcing the Computer Usage Policy as it relates to students by referring to the MITT Student Discipline Policy.

The MITT Director of Finance/IT is responsible for enforcing the Computer Usage Policy as it relates to MITT staff.

5. Review:

This policy will be reviewed annually by the Student Services, Human Resources, and IT departments. Following this review, any amendments or recommendations will be forwarded to the MITT Executive for approval. In addition, this policy will be reviewed by Executive Council every five years.

6. References:

Students should refer to the MITT Student Behaviour Policy as a companion to the Student Computer Usage Policy, as the definitions of unacceptable behaviour also apply to the computing and online activities of MITT students.

MITT Student Discipline Policy

MITT Student and MITT Expectations Policy

MITT Progressive Discipline Policy (Staff)

Criminal Code of Canada

Copyright Act of Canada

7. **Definitions:**

Network – Any hardware, software, or access license owned or paid for by MITT which permits a connection to any other computer or to the internet. This includes wi-fi and landline-based internet connections provided by MITT to staff and students.

Computing Device, Hardware, or Equipment – This includes but is not limited to: desktop and lap top computers, tablets, readers; monitors, printers, photocopiers, scanners; cellular phones, Smartboards, or any other type of device capable of accessing, displaying, or manipulating digital text or images.