



**MANITOBA INSTITUTE OF  
TRADES & TECHNOLOGY**

POLICY:  <b>MITT Computer and Telecommunications Usage Policy</b>		POLICY NUMBER:  <b>IT-1</b>
		PREVIOUS/REPLACES: <b>MITT Computer and Telecommunications Usage Policy</b>  <b>Software Licensing/Copyright Policy &amp; Procedure</b>
APPROVED BY:  <b>Executive Council</b>	EFFECTIVE DATE AS OF:  <b>July 18, 2018</b>	PRIOR VERSIONS:  <b>April 2, 2018</b> <b>September 9, 2015</b> <b>May 19, 2009</b>

**1. Policy**

Manitoba Institute of Trades and Technology (referred to as MITT) students, staff, volunteers, contractors and members of the Board of Governors (referred to as members of the MITT community) 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 members of the MITT community are expected to use resources for their intended purpose in providing the best possible working and learning environment. All resources will be used effectively, efficiently, responsibly, ethically, safely and respectfully.

All members of the MITT community are expected to adhere to and follow directions for the appropriate use of resources and to all cautions re usage.

All members of the MITT community 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 and Telecommunications Usage Policy.

In addition to the following, students and staff in violation of the MITT Computer and Telecommunications 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 any member of the MITT community 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



## MANITOBA INSTITUTE OF TRADES & TECHNOLOGY

limited to, material considered pornographic, abusive, hateful, discriminatory, racist, sexist, homophobic, or any content which promotes violence, the illegal use of weapons, or any other illegal act.

- Under no circumstances is any member of the MITT community 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.
- Members of the MITT community 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.
- Members of the MITT community 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.
- Members of the MITT community 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.
- Members of the MITT community shall not attempt to gain unauthorized access to MITT servers or internal networks.
- Members of the MITT community shall not use an MITT computer or network to commit copyright infringement, or to violate the intellectual property rights of any person, business, or other entity. All MITT community members are prohibited from circumventing a digital lock to access copyright-protected works. It is necessary to obtain the permission of the copyright holder. Refer to Appendix "A" of this policy for detailed software licensing copyright procedures.
- No member of the MITT community shall use an MITT computer or network for personal financial gain, including any type of solicitation or advertisement.
- No student shall use any MITT resource including computer, network, or MITT email account to send bulk or excessively large, multi-recipient emails. MITT staff are permitted to send "All Staff" (selected staff or as approved), "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.



## MANITOBA INSTITUTE OF TRADES & TECHNOLOGY

- 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

- All members of the MITT community 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 any member of the MITT community 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. Members of the MITT community 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, the MITT Progressive Discipline Policy, or the Governing Board Code of Conduct/Board Confidentiality 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 members of the MITT community are responsible for taking reasonable measures to ensure there is no unauthorized access to their MITT computing or email accounts.
- Under no circumstances will any member of the MITT community 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 reserves the right to ensure that all MITT proprietary material is removed from a personal cell phone or any other technological device that has been subsidized by MITT when that individual ceases employment or discontinues their association with the Institute.
- MITT system administrators observe the rights of all MITT computer users to privacy and freedom of information. As a general rule, MITT will not examine or disclose the contents of mail logs, data files, browser histories, programs stored on assigned hard drives, or any personal storage devices. However, management may for a variety of reasons (e.g., investigating an incident or allegation of misuse, extended absence or cessation of employment at MITT, access to information requests) require access to emails, files or other information stored on employee computers. Access to this information must be in accordance with all relevant privacy legislation and requires the approval of the appropriate Executive Council member.



## MANITOBA INSTITUTE OF TRADES & TECHNOLOGY

- 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 members of the MITT community including students, staff, volunteers, contractors, and members of the Board of Governors. 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 MITT Computer and Telecommunications Usage Policy as it relates to students by referring to the MITT Student Discipline Policy.

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



## MANITOBA INSTITUTE OF TRADES & TECHNOLOGY

### 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)

Staff Ethics and Code of Conduct Policy

Code of Conduct/Board Confidentiality Policy

Privacy and Access to Information Policy

Copyright/Fair Dealing Policy

*Criminal Code of Canada*

*Copyright Act of Canada*

### 7. Definitions:

**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.

**Digital Lock** - A prevention measure (programming code) used on digital resources that prevents the copying or transfer of material from one digital technology to another.

**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.



## **APPENDIX “A”**

### **Software Licensing Copyright Procedures**

#### **1. Employees of MITT**

Employees of the Institute may not duplicate any licensed software for use either on MITT premises or elsewhere unless authorized to do so (in writing) by the Centre for Teaching & Innovation in conjunction with MITT's I.T Coordinator or designate. Employees who willfully circumvent copyright licenses will be subject to MITT's Progressive Discipline Policy. Unauthorized duplication of software may subject employees and/or the Institute to prosecution.

Employees may not give software to any outsiders including clients, students, contractors, customers or others. Employees may use software on local area networks or on multiple machines only in accordance with applicable license agreement.

#### **2. Students of MITT**

Students of MITT may not duplicate any licensed software for use either on MITT premises or elsewhere. Instructors and other employees engaged in instructional activities, will, in conjunction with the Centre for Teaching & Learning determine (in writing) when permission is required to duplicate software. Advice when appropriate will be provided to students.

MITT is not liable for any infringement of copyrights made by students. Students who willfully circumvent copyright software may be subject to disciplinary action according to MITT's Student Discipline policy and may be subject to prosecution.

#### **3. Governing Board Members of MITT**

Governing Board Members of MITT may not duplicate any licensed software for use either on MITT premises or elsewhere unless authorized to do so (in writing). Any Board Member who willfully circumvents copyright licenses will be subject to MITT's Governing Board Policy on Code of Conduct/Board Confidentiality and may face disciplinary action.

#### **4. Volunteers and Contractors of MITT**

Volunteers or contractors of MITT may not duplicate any licensed software for use either on MITT premises or elsewhere unless authorized to do so (in writing). Any volunteer who willfully circumvents copyright licenses may have his/her volunteer privileges at MITT revoked. Contractors who violate this provision would contravene their agreement (compliance with the law) and may have their agreement terminated.



## MANITOBA INSTITUTE OF TRADES & TECHNOLOGY

### 5. Acquisition of Software

All software acquired by the Institute must be purchased by the I.T. Coordinator or designate. Software acquisition channels are restricted to ensure that the Institute has a complete record of all software that has been purchased for MITT computers and can register, support and upgrade such software accordingly.

### 6. Registration of Software

When software is delivered, it must be first delivered to the I.T Coordinator or designate. The I.T Coordinator or designate is responsible for registering software and ensuring MITT records are updated. Software must be registered in the name of the Institute and software should never be registered in the name of the individual user. The I.T Coordinator or designate shall maintain a record of all of MITT's software and shall keep a library of software licenses. The record must contain:

- a) the date and source of software acquisition
- b) the location of each installation
- c) the name of the authorized user, if applicable
- d) the software product's serial number and product key, if applicable

### 7. Installation of Software

After the registration requirements above have been met, the software may be installed as directed by the I.T Coordinator or designate.

### 8. Home Use

MITT's computers are assets owned by the Institute, and all installed software must be legal. Only software purchased through these procedures may be used on MITT computers. Employees are not permitted to bring software from outside sources and install it on MITT computers. Software for home use is governed by agreements with vendors which change from time to time and must be honoured.

### 9. Freeware

Freeware software is copyrighted software that is distributed freely. It is the policy of the Institute to pay freeware authors the fee they request if it is explicitly licensed for non-commercial use. Registration of freeware products should be handled the same way as commercial software products.

### 10. Periodic Audits

The I.T Coordinator or designate may conduct periodic audits of MITT computers to ensure compliance with all software licenses and search for computer viruses.