SUBJECT	**Information Technology & Network Terms Of Use Policy**

PURPOSE

The goals of this policy are to outline appropriate and inappropriate use of Northern College's internal network, Information Technology (IT) resources, and the College's wireless internet. Levels of access vary based upon the user and use of this service.

POLICY

All users granted access to Northern College's IT resources, internal network and the internet will abide by and agree to and abide by the College's acceptable use principles.

SCOPE

This policy applies to all use of "the System" - all computers, hardware, software, systems (including voicemail and email systems), telephony and data networks owned or licensed by the College, all accounts and all of the information stored therein. When a User connects a privately owned computer or device to the System, its use is governed by this policy.

This policy applies to all "Users" of the system, including full and part time employees, contractors, students, visitors and guests, who are associated with the College and who are allowed to use the System.

PRINCIPLES

- Users of the College Network
    - are expected to comply with provincial and federal laws and Northern College policies and procedures.
    - are responsible and accountable for their actions and statements in the electronic working and learning environment.
    - are expected to use reasonable restraint in consumption of these valuable shared resources, and to use them in ways that do not interfere with assigned work duties or course related learning activities or the study, work or working environment of other users.
    - have a reasonable expectation of privacy, however, all use of College networked resources is logged and network administrators have access to all email, including data in transit and stored telephone records. If an infraction is suspected, the traffic and files will be investigated in accordance with the applicable College process.
    - accessing external services provided by third parties will be bound by such third parties' policies
- Computing, network and telecommunication resources are provided primarily to support and further the College mission.
- Information sent and received over the College's computing networks will be subject to the *Freedom of Information and Protection of Privacy Act (https://www.ontario.ca/laws/statute/90f31)*, in accordance with its terms.

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- All users of the College System are required to abide by this policy. The use a College supplied userID and network password to gain access to the college's network or IT resources will be deemed as acceptance of the terms laid out in this policy and supporting procedural document.
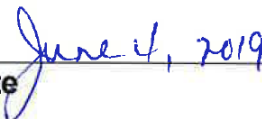
RESPONSIBILITIES

All users must:

- Consent to monitoring and information retrieval by Northern College.
- Agree that unauthorized use of the College's network is strictly prohibited and subject to criminal prosecution.
- Comply with distinct procedures based upon the category of user: All Employees, Contractors, Students, Visitors/Guests

APPROVED BY PRESIDENT

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Fred Gibbons

Date _June 4, 2019_____

REFERENCES

BYOD Student Policy
Guest Wireless Internet Acceptable Use Policy

ACKNOWLEDGEMENTS

Northern College wishes to thank Algonquin College, Canadore College, along with the University of Windsor, University of Guelph, University of Waterloo, University of Toronto and St. Clair College, whose policy statements have contributed to this document.

Supersedes the following policies

Acceptable computer Use Policy dated 2004-05-03
Internet Security Policy dated 2004-05-17
E-mail Policy dated 2004-04-13