

Standard Number:	<b>5004</b>	Effective Date:	<b>Aug 1, 2022</b>
Standard Title:	<b>Information Technology Appropriate Use</b>	Last Updated:	<b>Dec 5, 2023</b>
Standard Category:	<b>Human Resources</b>	Next Review Date:	<b>Jul, 2025</b>

## Purpose

Ridge Meadows College recognizes the importance of information technology hardware, software and related infrastructure as part of the college's operations and recognizes the increasing importance of technology tools as a part of the classroom and curriculum.

The college is committed, within available resources, to providing accessible, reliable, and secure on-line systems and resources to students, staff, and approved guests for the purpose of learning, teaching, management and administration of college operations.

## Definitions

Information Communication Technology Systems (ICTS): on-line systems and resources that support the delivery of programs and business operations of the college. On-line resources include all materials accessed through the college or School District 42 computer or via the college's or school district's telecommunications network through a personal device.

Program: the complete set of all courses required to achieve a regulated certification, or the collection of courses defined as a program by the college.

User: The individual operating a technological device or otherwise accessing on-line or telecommunications systems provided by the college or School District 42.

## Statement

This standard is based upon School District 42 Policy 5780: Information Technology and Communication Systems – Appropriate use Policy. In the case of any discrepancy between this standard and the School District policy, the School District policy shall have final authority.

All college and School District policies, procedures, guidelines, and codes of conduct apply to those using on-line systems and resources provided by or on behalf of the college or School District and all users are expected to comply with them and any other applicable laws and restrictions.

Users may use the Information Communication Technology System (ICTS) for Incidental Personal Use, provided such use is not characterized as misconduct or does not violate any provision in this or other standard.

Users are responsible for all activities carried out through their user accounts. All activities must be professional, respectful, and factual.

Users bear the sole responsibility for the material they choose to access, send, or display. Users should be aware that IT technology automatically generates a record of use including date, time, and type of access.

Users will not engage in any activities harmful to the ICTS, such as disrupting services, intentionally damaging equipment, software, or data belonging to the college or other users.

Users will respect the privacy of others and not tamper with, open, or read other users' files, passwords, and/or accounts.

Users will not use the ICTS to view or display material that contravenes District policy, the BC Human Rights Act, Criminal Code, Freedom of Information and Protection of Privacy Act (FOIPPA) or any other Federal or Provincial law including but not limited to material such as sexually explicit material, obscene or lewd material, or material promoting hate towards individuals or groups based on colour, race, religion, sex, sexual orientation, and ethnic origin or place of origin, unless for authorized academic purposes.

Any breach or violation of this policy and associated procedures may result in disciplinary action up to and including expulsion from a college program or termination of employment.

## Related Standards

- 4006 – Student Code of Conduct
- 5005 – Employee Conduct

## Reference

This standard is derived from the School District No. 42 policy 5780: Information Technology and Communication Systems – Appropriate use Policy. Should there be any discrepancy between this standard and the School District policy, then the School District policy shall supersede this standard. The current version of policy 5780 can be viewed here: <https://www.sd42.ca/board-of-education/policy-manual/>.