



University
of Windsor

Information Technology Services
ITS-11-01

Policy Title: Acceptable Use Policy

Policy Number: ITS-11-01

Established: June 2011 – IT Services

Approved by: IT Steering Committee

Last Approval Date: November 3, 2011

Revision Date: March 12, 2015

Position Responsible for Maintaining and Administering the Policy: Executive Director, ITS

Contact: Bala Kathiresan, Executive Director, ITS.

1. Policy Statement

The intent of this acceptable use policy is to provide rational guidelines for the appropriate use of the University of Windsor's computing and networking facilities, including both hardware and software. The policy recognizes that deliberate, malicious use of these facilities has been, and will likely continue to be, rare. The policy further assumes an attitude of cooperation, goodwill, and appropriate network "etiquette" on the part of university faculty, staff and students using our central facilities. The approach is therefore one of broad guidance rather than restrictive control.

2. Purpose

The dynamic growth of networking, both on campus and around the world, raises some specific concerns regarding the nature of interpersonal and inter-institutional communication over the network. The University of Windsor is committed to following all legislation that deals with the handling of software, electronic communications, data and information, including the "Copyright Act of Canada", "Canada's Law on Spam and other Electronic Threat", and the "Freedom of Information and Privacy Protection Act".

Issues of copyright, censorship, legal liability, and others, have not been resolved to the point where a universal approach to any one issue has been adopted. As debate over those issues continues, common sense is the most pragmatic approach to defining acceptable use of our own networking services.

3. Scope

This policy applies to all users of the University's computing systems or network.

4. Exception to the Policy: None



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5. Cross-References

More information on Copyright at the University of Windsor is available at <http://leddy.uwindsor.ca/copyright>

More information on the Freedom of Information and Privacy Protection Act at the University of Windsor is available at <http://www.uwindsor.ca/fippa>

6. Definitions: None

7. Procedures

General Principles

7. 1. The issued userid is for YOUR EXCLUSIVE/SPECIFIC USE ONLY.
7. 2. The computing and networking facilities of the University of Windsor support instructional, research, public service, and other intellectual pursuits by students, faculty and staff that are consistent with the university's mission.
7. 3. Since campus network services enable open scholarly communication on a world-wide basis, they are subject to the acceptable use guidelines established by regional and national networks (e.g. WEDnet, ORION, CANARIE and the Internet). Individuals who make use of these external networks should familiarize themselves with the applicable guidelines, copies of which are available from Information Technology Services.
7. 4. Anyone using an external network, or an administrative system, requires a unique ID and password.
7. 5. The holder of a computer ID and password is responsible for protecting campus computing facilities from unauthorized access by keeping the password confidential and by changing it regularly.

Acceptable Use

Generally, any computing or network communication activities which fall within these general principles are considered acceptable use of campus computing and networking facilities.

Unacceptable Use

Confirmed incidents of unacceptable use will result in sanctions ranging from verbal/written warnings, to revocation of computing privileges, to expulsion, and criminal prosecution. Unacceptable uses include:



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- 7. a) Uses that violate federal or provincial laws, or university bylaws and policies as well as those concerning information confidentiality.
- 7. b) Any uses that unduly interfere with the work of others or with the work of host systems. This includes, but is not limited to: unauthorized use of a computer ID or password; seeking information about or attempting to modify the University's computer security system; and knowingly propagating computer viruses or electronic chain letters.
- 7. c) Unauthorized copying of proprietary software, publications or files.
- 7. d) Uses of commercial software that in any way violate the applicable licensing agreement.
- 7. e) Uses related to unauthorized commercial activities including, but not limited to, distribution of advertising material, offering network information or services for sale or personal gain, and private enterprises.
- 7. f) Computer information that portrays body parts in a pornographic or derogatory manner.

8. Review Process for Policies

The policy will be reviewed every 5 years. Under the following circumstances the policy may be reviewed before the 5 year term: changes in legislation that affect the policy; a specific incident triggers a review of the policy; there is a request made by a governing body, such as the Board of Governors, to review the policy.

9. Process for Communicating Policies

The policy will be posted on the University of Windsor's policy Web page, within two weeks of the approval of the policy. The policy will also appear on the IT Services Web site under Best Practices.

Contact Information: inquiries regarding the policy should be directed to Bala Kathiresan, Executive Director, IT Services (Bala.Kathiresan@uwindsor.ca or ext. 2759) or designate.

10. Appendices: None