



## Computer Usage - Policy 225

### *Policy Statement*

The computing and communication facilities and services provided by the University are intended for University activities only, such as teaching, research, and administrative purposes; however, the rights to and use of software, firmware, and hardware may be expanded or further restricted by written contract between an individual and the University.

The purpose of this policy is to promote the responsible, ethical, and secure use of the University's computing facilities resources. This policy shall extend to all staff and learners of the University and shall include all Computing Facilities of the University. Users of these facilities must comply with the guidelines contained in this policy. Failure to do so may result in the application of the Code of Conduct Policy and the revocation of usage privileges. This policy complies with the University's Privacy policy.

### *Related Policy*

Academic Appeals and Complaints  
Code of Conduct  
Dispute Resolution  
Prevention of Harassment and Discrimination  
Intellectual Property and Copyright  
Privacy

### *Definitions*

Computing Facilities means all hardware, software and networks whether owned, leased, rented or borrowed and operated by the University.

University means Pacific Coast University for Workplace Health Science, a corporation established under the Act.

### *Procedures*

Users of the computing resources of the University agree to use the facilities for the purposes they were intended in accordance with the following statements:

Electronic mail privileges shall be used in a manner reflecting the same high ethical standards of mutual respect and civility as any other communication medium and are subject to the University's policies on harassment, intellectual property, privacy and dispute resolution.

The University reserves the right to secure, inspect, copy, remove, or otherwise alter data files, system resources, or user files in the regular conduct of its duty to maintain efficient and well run resources, or in the conduct of investigation into the suspected misuse of these resources.

All electronic files and communications (including e-mail) stored or transmitted on the university's computing resources are records of the university's business activities and as such may be accessible to the public through the British Columbia Freedom of Information and Protection of Privacy Act.



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The University reserves the right to monitor and record the usage on any account or facility if threatening or abusive behaviour has been reported and to use the information gained in this manner in disciplinary or criminal proceedings.

Users are responsible for the security of their accounts and passwords.

Students are expected to provide their own hardware, internet connection, internet browser and word processing software to access the University's online learning facilities. Students are responsible for the safety and security of any computer they have logged on to the University's network.

Users shall be responsible for ensuring that files not stored on a network drive are secure by backing up their material regularly.

Users are obliged to inform the Computer Service Desk of any suspected abuses or security breaches immediately.

Users shall make themselves aware of, and abide by, all software licensing agreements and copyright laws.

The Registrar may authorize access to individual student accounts for purposes of investigation under the Dispute Resolution or Academic Appeals and Complaint Policy. The President may authorize access to individual employee accounts for purposes of investigation under the Code of Conduct Policy or Academic Appeals and Complaint policy.

This policy's complaint and appeal processes will comply with the principles and procedures set out in the Dispute Resolution Policy.

*Approvals and Responsibility*

Approved by: Board of Governors, March 27, 2012

Revised: October 15, 2023

Responsibility: Vice-President Administration

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