

NSAC Computing Services User Policy

Information Technology Services (ITS) manages computing resources that provides a Microsoft Windows desktop environment to support the computing activities of faculty, staff and students. Members of the NSAC community may be granted the privilege to use these resources by receiving a user account. An account is issued with the understanding that the user will be held personally responsible for such use. The NSAC Computing Services User Policy and the Acceptable Use Policy of NSAC Computing Resources govern the use of these resources. All users at NSAC agree to comply with the terms and conditions established in these policies.

Terms of the NSAC Computing Services User Policy

1. No person or persons shall access the NSAC Network or use NSAC Computing Resources without appropriate authorization from IT Services. NSAC Computing Resources include, but are not limited to, software, workstations, printers, scanners, computer audio-visual equipment, servers, Internet connectivity, routers, and switches.
2. The use of NSAC Computing Resources is a privilege granted with the understanding that it is to be used only for academic purposes and **ONLY** by the person to whom such right was granted. **(You may NOT give another individual access to your account.)**
3. No person shall jeopardize the integrity of NSAC Computing Resources by any wilful or deliberate act of gaining or attempting to gain unauthorized access to any kind of network, service, information, communications, or computing facility or resources through use of the NSAC campus network (also referred to as hacking).
4. Any information gained through the use of NSAC Computing Resources but not owned directly by the user, may not be copied, modified or disseminated without the expressed permission of the appropriate person or body. Users are cautioned that copyright laws apply unless specifically documented.
5. Improper use of NSAC Computing Resources may result in withdrawal of computing privileges and/or other penalties.

Improper use of NSAC Computing Resources include, but is not limited to the following:

- ◆ Irresponsible use of computing resources (e.g. personal e-mail during peak usage periods)
- ◆ Use of another person's account
- ◆ Use of personal programs on workstations managed by IT Services
- ◆ Attempt to disable or circumvent security mechanisms or access restrictions, or uncover security loopholes, or circumvent information/data protection schemes in order to gain unauthorized access.

- ◆ Attempting to gain access to another user's account, programs, data, or resources
- ◆ Simultaneous use of more than one computer connection unless specifically authorized by IT Services
- ◆ Use of computing resources for any purpose which violates applicable laws (disseminating, displaying, mailing, posting, receiving or solicitation for the reception of illegal material such as child pornography, obscene, threatening, intimidating or harassing material, or hate propaganda, in any form; making public to any users any such materials or direct links to such locations elsewhere on the Internet)
- ◆ Use of NSAC Computing Resources for personal or corporate gain without proper authorization
- ◆ Inappropriate use of the Internet
- ◆ Interference with other users

6. Users are expected to:

- ◆ Familiarize themselves with proper use of computer hardware and software which may be required for work.
- ◆ Refrain from deliberately wasteful practices such as:
 - ◇ Unnecessary occupation of workstations or other equipment in common areas
 - ◇ Creation and retention of unnecessarily large files on the system, creation and retention of many files
 - ◇ Unnecessary printing
 - ◇ Sending electronic chain-letters or wide distribution e-mail
- ◆ Be responsible for their computer account(s), programs and data by using available security features intended to prevent others from obtaining access to their personal computing property.
- ◆ Be responsible for practicing good file management to avoid wasteful use of network storage
- ◆ Be responsible for their mail, it should not be used as a filing system.
- ◆ Report problems or concerns about equipment or facilities to ITS by contacting the NSAC ITS Student Helpdesk in Cox Institute Room 17 (893-6308), NSAC ITS Staff Helpdesk (893-6154) or via e-mail to helpdesk@nsac.ca so they may be promptly addressed.

7. Access to computer labs is available ONLY at the times indicated. Check the posted instructions in individual labs or the ITS web page for hours of operation, access procedure and lab-specific guidelines.

Thank you for complying with the terms of the User Policy. Your cooperation will ensure secure yet reasonably open access for all members of the NSAC community.

Violation of these guidelines may result in suspension of computer privileges, appropriate disciplinary action, and/or prosecution under Canadian Copyright Laws or the Criminal Code of Canada.