

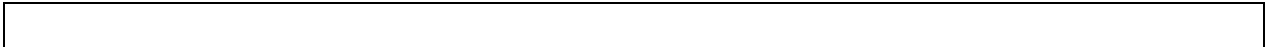


POLICY TITLE: Acceptable Use of Information Technology Policy

EFFECTIVE DATE: September 25, 2017

APPROVAL BODY: University Administration

The purpose of this Policy is to establish clear rules and regulations pertaining to the behaviour of individuals engaged in activities using University of Winnipeg Information Technology (IT) Resources.



This Policy applies to:

- a) all Users; and*
- b) all activities conducted using any IT Resource including data input or output, data storage, computation, or as a*



KEY DEFINITIONS

The following definitions apply to terms as they are used in this Policy:

- **“CIO”** - the most senior employee of the University charged with oversight and stewardship of the University’s IT Resources.
- **“Device”** - any computing or data storage equipment, whether mobile, stationary including, but not limited to:
 - desktop computers;
 - laptops (a mobile computer small enough to fit on a user's lap);
 - mobile computing devices (computing devices smaller than laptops, such as smartphones, tablet computers); and
 - mobile storage devices / media (portable devices used to store electronic information, such as USB sticks, portable drives, memory cards, CDs, DVDs).
- **“IT Resource”** - Information Technology services, Devices, and facilities that are owned, leased, administered by or provided by the University of Winnipeg including, but not limited to:
 - computers and computer facilities;
 - computing hardware and equipment;
 - mobile computing Devices;
 - electronic storage Devices;
 - email systems;
 - telephone and other voice systems;
 - software; and
 - any hardware, software, or network facility used to capture, store, retrieve, output, transfer, communicate, or disseminate information through the use of information technology.
- **“University Business”** means activities in support of the academic, research and service mandates of the University. For employees this includes all activities performed as part of their employment duties.
- **“User”** - individuals who have been granted the right to access the University’s IT Resources including, but not limited to:



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- Faculty, staff and all employees of the University;
 - academics visiting or conducting research at the University;
 - students enrolled at the University;
 - parties affiliated with the University;
 - guests; and
 - authorized third-parties (e.g., contractors, suppliers, tenants, etc.).





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- e) This Policy extends to use of privately-owned Devices that interact in any manner with University IT Resources or are used for University-related purposes.

Acknowledgement of Compliance

All Users of University IT Resources shall be required to acknowledge that they have familiarized themselves with the provisions of this Policy and agree to be bound by it. Any User failing to do so shall be denied access to the University's IT Resources.

Responsibilities of Parties

1. **CIO** – This individual is the Custodian of the University's IT Resources responsible for managing, administering, and safekeeping such IT Resources.

2. **IT Resource Users** – Use of the University's IT Resources also carries with it certain responsibilities. All Users of the University's IT Resources are required to:

- a) use IT Resources only for University Business and personal use (a) - 1.3 use User'sieber fr manc



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- e) comply with all laws, including those related to privacy of information, software licensing, intellectual property, and trademarks;



The above list is not intended to be exhaustive. Any User who may be in doubt as to the ac



Vice-President, Finance and Administration in consultation with the CIO and other appropriate senior administrators shall determine the action needed to:

- a) end the unacceptable activity or conduct;
- b) protect the University's IT environment; and
- c) protect the University from any adverse consequences including potential liability, or damage to its reputation or assets.

The University shall comply with any subpoena, warrant, or other court order requiring the University to provide law enforcement authorities with



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