

	Policy No.	Replaces		Policy
	E. 704	ARM 1087		Executive
	Policy Name			
STUDENT USE OF INFORMATION TECHNOLOGY FACILITIES AND SERVICES – STATEMENT OF APPROPRIATE USE				
Approved by	Responsibility			Category
Executive	VP, Student & Institutional Support			Student Services
Date Issued	Maintained	Revision	Related Policies, Reference	
Nov. 17, 2004	Jan. 17, 2007	0	ARM 1122, 5511, E. 602	

Capilano University is committed to ensuring a working and learning environment in which all persons treat others with humanity and respect.

Any student who uses computing facilities and services bears the primary responsibility for the material that he or she chooses to access, send or display.

Students must use the computing facilities and services in a responsible fashion. This requires that they:

- Respect the legal protection provided by copyright and license to programs and data.
- Respect the privacy of others by not tampering with their files, passwords, or accounts, or representing others when messaging or conferencing.
- Will not interfere with others' access to computing facilities and services.
- Use only computer IDs or accounts and communication facilities that the user is duly authorized to use, and use them for the purposes for which they were intended.
- Will not make excessive demands on network resources and capacity, for example by downloading large files not directly related to their curriculum.
- Respect the integrity of computing systems and data; for example, by not intentionally developing programs or making use of already existing programs that harass other users, or infiltrate a computer or computing system, and/or damage or subvert the software components of a computer or computing system, or gain unauthorized access to other facilities accessible via the network.
- Use computing and communications facilities in a manner that is consistent with the ethical principles set forth by the University and with accepted community standards.

Capilano University will suspend the computing privileges of anyone contravening the requirements above.

Contravening the requirements above will also be considered a contravention of the University's Student Behaviour Policy (E. 703) and will be dealt with according to that Policy and subject to the sanctions outlined therein.