



## IT ACCEPTABLE USE POLICY

### PURPOSE

The purpose of the Acceptable Use Policy for Brock University's Information Technology (IT) systems is to protect the University, our students and employees from potential harm resulting from misuse of the University's IT systems and/ or data. Misuse includes either deliberate or inadvertent actions.

All users of the University's IT systems are responsible for the security of the systems and Brock University data. As such, all users must ensure that they adhere to this Policy and the IT Acceptable Use Standards.

### SCOPE

This Policy applies to all users of Brock University's IT systems, including employees (i.e., faculty, staff), students, contractors, consultants and visitors (e.g., visiting scholars, guests, other third parties, etc.).

This Policy applies to users at any University location (including the St. Catharines and Hamilton campuses or elsewhere). This includes access to the University's networks from any source and at any leased property from which the University operates.

If any provision of this Policy is found to be inconsistent with the provisions of a collective agreement, the collective agreement will prevail, unless the Policy provision is required by law, in which case the Policy provision will prevail.

### POLICY STATEMENT

All users of Brock University systems and data must ensure that the security of the systems and integrity of the data is paramount at all times. All users must conduct their activities accordingly and must comply with the related IT Acceptable Use Standards and SharePoint Acceptable Use Standards.

University IT resources are provided for University-related purposes, including support for the University's mission of teaching, research and related administrative functions.

Limited and reasonable personal use of the University's IT resources is permitted provided such use does not:

- Compromise the performance of an employee's duties;
- Compromise the operations of the University;
- Cause the University to incur costs;
- Damage the University's reputation;
- Involve activities that are inconsistent with the University's mission, except where otherwise authorized under applicable collective agreements.

Each user is responsible for the activities conducted with the user's account credentials.

## DEFINITIONS

**Users:** any individual with authorized access to Brock University IT systems and / or electronic data, including employees (i.e., faculty, staff), students, alumni, contractors, consultants, guests, service providers, etc.

## COMPLIANCE AND REPORTING

ITS enforces this Policy and the related Standards at all times. Anyone who has reason to suspect a deliberate and / or significant violation of this Policy is encouraged to promptly report it to the ITS Help Desk as outlined in the Safe Disclosure Policy.

Policy violations that come to the attention of the ITS Help Desk will be escalated to the Director, Client Services. Policy violations will be assessed and action taken to remediate the violation, including consequences where appropriate, subject to collective agreements and / or other contractual conditions.

Where Policy violations are considered severe and / or cannot be easily remediated, the incident will be escalated to the AVP, ITS for further action, subject to collective agreements and / or other contractual conditions. Periodically, the AVP, ITS will provide to SAC a summary of all known violations of this Policy.

Policy owner:	Associate Vice-President, Information Technology Services
Authorized by:	Current version: Executive Team  Prior versions: Board of Trustees, Capital Infrastructure Committee
Accepted by:	Senior Administrative Council
Effective date:	June 2020
Next review:	June 2022
Revision history:	2017
Related documents:	IT Acceptable Use Standards SharePoint Acceptable Use Standards SharePoint Governance Standards How to Perform User-Initiated Remote Wipe of a Mobile Device Procedures Code of Conduct Safe Disclosure Policy