Policy: Carleton University provides IT resources to the campus community of students, faculty, and staff. Provision of access to these resources requires users to act responsibly to ensure that all IT resources as well as external systems accessed from the Carleton University network, are not abused or used for inappropriate or illegal activities. Failure to comply with the acceptable usage principles outlined in this Policy may result in disciplinary action.

Purpose: To ensure that reasonable steps are taken to protect the Carleton University IT resources from malicious activity and inappropriate use, and that Carleton's use of the Internet does not adversely affect other organizations or individuals.

Scope: This Policy applies to all IT resources of the University including networks, information systems, applications and information assets.

This Policy applies to all individuals and organizations that use the Carleton University IT resources from on campus or off campus, and to all IT resources provided by Carleton University.

Procedures:

Carleton University provides access to IT resources with the expectation that users will use these resources in a responsible manner. Appropriate use of the Carleton University computing resources includes:

- Use of IT resources for the purpose for which they are intended
- Adherence to the rules governing the use of IT resources as established by Carleton University
- Respect for the property of others
- Reporting any occurrences of misuse of IT resources to University authorities
- Consideration of other persons using shared IT resources and facilities; e.g., student labs
- Maintaining the confidentiality of passwords and other account information provided to users
- Adhering to software license agreements as applicable

Inappropriate use of the Carleton University computing resources includes, but is not limited to:
- Unauthorized access, alteration, destruction, removal and/or disclosure of data, information, equipment, software or other IT resources
- Use of Carleton University IT resources to gain unauthorized access to, or deliberately impair the functioning of any computer system
- Violation of software license agreements when using software on IT resources
- Deliberate over-extension of the resources of a system or interference with the normal processing of a system; e.g., deliberate attempts to make an IT resource unavailable to its intended users
- Unauthorized disclosure of confidential passwords and/or access devices or information for accounts, equipment and telephone voice mail
- Development of any 3rd party website or service that requires users to submit their Carleton username/password for access, without formal consent of Carleton University.
- Unauthorized use of university facilities and resources for commercial purposes or personal gain
- Use of IT resources to facilitate propagation of hate material or literature
- Use of IT resources to facilitate any form of harassment
- Theft or misuse of resources
- Malicious or unethical use
- Use that violates provincial, federal or international laws or statutes

Legitimacy of Use:

In the University environment, there may be legitimate reasons for conducting some activities which would typically be considered “inappropriate use”. In the event that a user has a legitimate reason to use IT resources in a manner which violates this Policy, he/she must obtain approval from the department responsible for the management of the IT resources prior to using the resources for these purposes.

Compliance:

Carleton University reserves the right to monitor the use of resources provided and/or managed by the University for the purposes of determining adherence to this Policy. Monitoring will be performed in accordance with University Privacy policies as well as federal and provincial privacy legislation.

Offenses which are a violation of this Policy, other University policies, or provincial or federal laws are subject to discipline as appropriate, and may result in the restriction of access to computing and network resources. Offenses will be reported to University or law enforcement authorities as appropriate. Complaint processes are outlined in the Equity Services Discrimination and Harassment Policy.

Contacts:  Chief Information Officer, ITS

Links to Related Policies:  http://www.carleton.ca/secretariat/policies/

- Student Rights and Responsibilities Policy
- Human Rights Policy and Procedures