ACCEPTABLE USE OF COMPUTER AND INFORMATION TECHNOLOGY RPOSE

H. RELATED COLLECTION FAMILY TS

A. PURPOSE

The purpose of this policy is to outline the acceptable used of omputer and information

- h. That all official communication between and among members of the College Community who have been assigned College email addresses, including **College** Soldents and Employees shall be conducted through Douglas Collegeail accounts.
- 3. The College has the following expectations of **maip** by ees, including emporary Employees and visiting researchers or scholars, with respect to the of and access to College bated information and information technolog (*JT*).
 - a. The College expects that Employees will not
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- 6. In the event of a security breach or hardware malfunction formation Technology (IT) Sovices does not guarantee that files stored on desktops will be preserved such files may be deleted without warning if deemed necessary.
- 7. For the purposes of complying with legislative and policy requirements and protecting against Information Security concerns the College retains the right to verify the security of devices connecting to the College network monitor use of College equipment, systems and network traffic at any time and to access recost data when and as needed
- 8. Personal Use of College Ins allowed, providing that it does not incurign Sticant Cost and/or risk to the College and does not interfere with or take time away from work and/or academic programming time. Use College Resources fo Non-College Business purposes prohibited.
- 9. In the event that an Exployee's PersonalUse of CollegeResources results in again ficant Cost to the College, the Exployee shall fully reimburse theo Dege for said costs.
- 10. Under no circumstances is **tuß**ent or an Enployee of the College authorized torse College Resources to engage in any activity that is illegal.
- 11. Employees found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.
- 12. Studentsfound to have violated this policy may be subject to disciplinary action under the College's policy oStudent Noracademic Miso0.01.29 0 Td (ac)Tj 404 Tc 04 Tc 0.014 T(a)-d20 Tc 0 Tw incng tttt04Tc O(the) t(0.324 (p Tc 0 Tw(t)3(4)-(4.8 ())TJ -0.0

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