



## Use of University Computers

**Category:** General;

**Jurisdiction:** Vice President, Administration and Finance; Board Audit & Risk Committee;

**Approval Authority:** Board of Governors;

**Established on:** March 21, 1985;

**Amendments:** None.

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### Computer User Regulations

The following regulations apply equally to all users of Lakehead University computer systems. Users are reminded that they may have additional legal and ethical responsibilities with respect to computer use beyond those given here. Computing equipment acquired through research grants (e.g. NSERC, etc.) falls within the purview of this policy.

1. Users must use only those computer services, program or data that have been authorized for their use.  
No user shall obtain, either directly or indirectly, by any means, any unauthorized computer services.  
No user shall, without right or authorization, access, copy or use computer programs or data.
2. Users must use computer services, programs or data only for those purposes for which they were authorized.  
No user shall use computer services, programs or data for any purpose other than those for which authorization has been given.  
In particular, no user shall use computer services, programs or data to other users, provide free computer services or access to computer programs or data to unauthorized

users, or use any part of a computer system for direct financial gain without specific prior authorization.

No user shall use a computer system to attempt the unlawful or unauthorized use of another computer system.

3. Users are responsible for protecting their computer services, programs and data.

All users shall make a reasonable attempt to prevent the unauthorized use of their computer services, programs or data. This includes, but is not limited to, using passwords, protection programs and other security devices in a manner as directed by the administrator of the computer system.

All users with a responsibility to protect confidential data or proprietary programs shall take those precautions such as the administrator of the computer system deems necessary.

4. Users must not interfere with the normal operation of a computer system, or with other users' computer services, programs or data.

No user shall, without right or authorization, intercept, or cause to be intercepted, directly or indirectly, any function of a computer system.

No user shall, without right or authorization, alter, destroy or render ineffective computer programs or data.

No user shall obstruct, interrupt or interfere with the lawful or authorized use of computer services, programs or data.

## Definitions

For the purposes of the above regulations,

"computer system" means a device, or group of interconnected or related devices, that contains computer programs or data and performs logic, control, arithmetic, communication, storage or retrieval functions;

"Lakehead University computer systems" include all computer systems owned, leased or rented by Lakehead University;

"computer data" means representations of information or concepts prepared in a form suitable for use in a computer system;

"computer program" means computer data representing instructions or information that when executed by a computer system cause that system to perform a function;

"proprietary program" means a computer program for which the right of exploitation, use, disclosure, reproduction or distribution is limited, restricted or controlled by patent, trademark, copyright or trade secret regulations, or by license, assignment or contract agreements;

"computer services" include processing, communication, storage or retrieval of computer programs or data;

"user" means any person or group of people, using a Lakehead University computer system;

"administrator of a computer system" means the University employee responsible for the supervision of the computing equipment; in the case of the computer systems operated by the Computer Centre, the administrator is the Director of Computing Services;

"authorized use of a computer service" means a use that has been approved by the administrator of the computer system in accordance with the designated purpose of the computer system;

"authorized use of a computer program" means a use for which permission has been granted by a holder of the right of use of the program; and

"authorized use of computer data" means a use for which permission has been granted by a holder of the right of use of the data.

**Review Period:** When required;

**Date for Next Review:** To be determined;

**Related Policies and Procedures:** None;

**Policy Superseded by this Policy:** None

The University Secretariat manages the development of policies through an impartial, fair governance process, and in accordance with the Policy Governance Framework. Please contact the University Secretariat for additional information on University policies and procedures and/or if you require this information in another format:

Open: Monday through Friday from 8:30am to 4:30pm;

Location: University Centre, Thunder Bay Campus, Room UC2002;

Phone: 807-346-7929 or Email: [univsec@lakeheadu.ca](mailto:univsec@lakeheadu.ca).