



## Code of Computing Practice

**Category:** General;

**Jurisdiction:** Provost and Vice President Academic; Vice President, Administration and Finance; Senate Teaching & Learning Committee

**Approval Authority:** Senate;

**Established on:** May 10, 2002;

**Amendments:** None.

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### Regulations Governing the Use of Lakehead University's Computer Network Resources

#### 1. Intent

The intent of Computer and Network Resources at Lakehead University is to enhance academic, and working environment at the university and to positively contribute towards the professional development of its members. The regulations in this document are aimed towards achieving these objectives and to prevent the use of Lakehead University's Computer and Network Resources in manner contrary to this intent.

All use of Computer and Network Resources should be consistent with the missions of university and with principles of academic freedom.

Use of university Computer and Network Resources is reserved for members of the university community for purposes related to the university's missions of education, research and other scholarly and creative activities, community service and administration. All computer Users may use Computer and Network Resources only for purposes related to their research, their studies, the discharge of their duties, their official business with the university and other university sanctioned policies.

Exceptions to these regulations require written permission from the provost.

## **2. Policy Statement Enforcement, and Administration**

The Network Resources of Lakehead University are provided and managed through the Communications and Technology Resource Centre (CTRC). The university also provides and maintains many Computer Resources through CTRC. In addition, there are also many Computer Resources that are outside the control of CTRC and are managed by individual departments, faculties, university associations, or individual members of the university community.

The regulations outlined in this document apply to all Users who are directly connected to Lakehead University Network or are remotely connected to Lakehead University Network through another network or through dial-up connection. Parts of these regulations also apply to Users of Lakehead University owned computers who are not connected to the Lakehead University Network.

Unless otherwise indicated, computer in these regulations refers to personal computer, workstation, file server, web-server, electronic mail server, and Internet public access system.

The responsibility of administering and enforcing the regulations in this policy lies in general with the Users, system administrators, CTRC, individual departments and faculties. The ultimate responsibility lies with the provost.

Those charged with implementation of the regulations in this policy are expected to apply the general principles represented in this policy with courtesy and common sense.

Listed below are certain user groups and individual units along with their specific responsibilities and obligations.

**2.1 Users of Resources with no Password or Login Protection:**

(Examples of such Users include individuals using library computers, and public access Internet computers.)

Are obliged to abide by the regulations governing the use of Lakehead University's Computer and Network Resources.

Are responsible for all matters pertaining to their access privileges to such systems.

**2.2 Users of Resources with Password or Login Protection:**

Are obliged to abide by the regulations governing the use of Lakehead University's Computer and Network Resources.

Are responsible for undertaking reasonable precautions for protecting their password and unauthorized access to their computer accounts.

Are responsible for securing data and software in their accounts from unauthorized access.

Are responsible for all matters pertaining to their accounts and access privileges.

**2.3 Users Associated with Administration of Computer and Network Resources:**

Are obliged to abide by the regulations governing the use of Lakehead University's Computer and Network Resources.

Are responsible for monitoring unauthorized access/use of systems under their administration.

Are responsible for reporting violations of regulations outlined in this document to their immediate supervisors.

Are obliged to abide by the university policies on access to information and protection of individual privacy (Refer to Lakehead University Freedom of Information and Protection of Individual Privacy Policy.).

Are prohibited from unnecessary intrusions of user accounts, and monitoring of information or activities of computer Users without due reason.

#### **2.4 Administrative Units for Computer and Network Resources:**

Are responsible for promoting awareness of the regulations governing the use of Lakehead University's Computer and Network Resources.

Should actively participate in enforcing the regulations governing the use of Lakehead University's Computer and Network Resources among the Users under their control.

Undertake reasonable security measures for protecting Computer and Network Resources under their control.

The regulations in this document are subject to revision based on the experience gained through their implementation. Any comments, suggestions, or complaints related to this policy should be brought to the attention of Senate Committee on Computing.

### **3. Regulations Governing the Use of Lakehead University's Computer and Network Resources**

- 3.1 Fraudulent access or use of Computer and Network Resources is strictly prohibited and may result in prosecution under the Canadian Criminal Code or other federal, provincial, or local laws.

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- 3.2 University is not responsible for the content accessed through its network or stored on its computer systems.
- 3.3 Users at no time shall engage in any computing activity that is deemed illegal under the federal, provincial, or local laws (such as hate literature, pedophilia or any activity of a harassing or libellous nature). Users themselves will be held responsible for all such activities.
- 3.4 The University provides Computer and Network Resources without any express or implied guarantees as to the accuracy of computational results and output and shall not be liable for any consequences arising from the inaccuracy of any information generated through the use of Computer and Network Resources.
- 3.5 The University will not accept liability for any loss of software or data, nor for any inconvenience caused to Users by any such loss or by any breakdown of computing equipment.
- 3.6 The University cannot guarantee the integrity of information stored on its equipment, although all possible care will be taken to prevent the corruption of the stored information. It is the responsibility of the user to maintain adequate backup copies of valuable information.
- 3.7 Users must properly identify themselves on all electronic correspondence. Sending email or posting on news groups with forged headers is prohibited.
- 3.8 Members of the university community may not use the Computer and Network Resources for outside business interests, private consulting or personal gain. The only exceptions to this policy are for activities authorized under the university policies concerning "outside professional activities" (e.g. Article 27 of collective agreement with LUFA).
- 3.9 Users must seek permission from the Provost to use Computer and Network Resources for fundamentally different purposes than those for which they were allocated.
- 3.10 The use of Computer and Network Resources to carry out any form of harassment is prohibited. Users are expected to comply with the university's harassment and discrimination policies (Refer to Lakehead University Harassment and Discrimination Policy and Procedures.).

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- 3.11 Display of obscene materials on public terminals is prohibited.
  - 3.12 Copyrighted material cannot be posted on web pages or distributed electronically without proper permission unless such material is in the public domain. Anyone who posts material has the responsibility of clearing copyright. Refer to CanCopy Agreement for further information.
  - 3.13 Unauthorized copying, use, or distribution of licensed software is prohibited.
  - 3.14 Research material stored on computer systems at Lakehead University is the property of the originator. Access to this type of material without the owner's permission is prohibited.
  - 3.15 Access to Computer and Network Resources managed by C.T.R.C. is generally provided based on the needs of the Users and availability of resources. On certain computer systems permission may be required from the Users immediate supervisor before accounts can be created. On administrative servers, prior approval of the relevant department is necessary before a computer account can be created.
  - 3.16 Accounts on computer systems are normally deleted when the user is no longer affiliated with Lakehead University. Prior arrangements need to be made for the retention of files if necessary. Accounts may be moved or privileges altered to reflect a change in the status of the user.
  - 3.17 Computer accounts for guests may be provided to visiting scholars, dignitaries or students based on a referral from administration.
  - 3.18 Disk quotas are allocated based on the availability of resources and needs of the Users. Instructors of courses that expect their students to generate large files (for example engineering, visual arts and geography) may apply for increased quotas for the entire class for the duration of the course.

## 4.0 Definitions

Computer Resources: Computer resources include all types of Internet machines, personal computers, workstations, mainframe computers, supercomputers, file servers, database servers, application servers, electronic mail servers, web servers, and data backup systems.

**Network Resources:** All networks directly connected to Lakehead University backbone, any devices attached to these networks, and any services available over these networks.

**Computer and Network Resources:** Refer to Computer Resources and Network Resources combined.

**Lakehead University Network:** All networks connected to Lakehead University backbone.

**Users:** Users refer to users of computer and network resources. The users of computers include all staff, students, and anyone else accessing Lakehead University computers either directly or remotely. System administrators, network managers, electronic-mail -server administrators, web-server administrators and computer and network security personnel are also considered as users.

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**Review Period:** 7 years;

**Date for Next Review:** 2019-2020;

**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).