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PROCEDURES

ACCESS

Access to the College internal network, Information Technology (IT) resources and the College wired, and wireless internet is enabled by the College's IT department at the request of College departmental managers or designated departmental employees for employees, students, contractors, guests, or visitors at the College. Unauthorized use of the College's network is strictly prohibited and subject to criminal prosecution.

AUTHORIZED USERS

All authorized Users will have an expectation of privacy; however, all use of College networked resources is logged, and network administrators have access to all email, including data in transit. If an infraction is suspected, the traffic and files will be investigated in accordance with the applicable College process to ensure compliance with Northern College policy, and with federal, provincial, and municipal law. By accessing and using this network, Users are consenting to such monitoring and information retrieval by Northern College.

Employees

- Are provided with a Northern College User ID and email account.
- Are required to use their College provisioned email account for all communications of a work or academic nature.
- Are responsible for protecting the College's confidential information, when using email.
- Work with e-mails they receive from others at the College with confidentiality as required.
- Must take all reasonable steps to ensure that the intended recipients of emails, require the College's information and are authorized to receive the College's information.
- Must ensure when forwarding email, the "thread" only includes information the recipient **should be** receiving.
- Should "archive" relevant emails and permanently

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Students

- Are provided with a Northern College User ID and email account.
- Are expected to use their College provisioned email account for all communications of an academic nature.
- All official communications directed to students at Northern College will be sent to the College provided email address. Students are expected to check their email daily while attending the College. Email account access will remain in place for a maximum of two (2) years once a student is no longer attending College. Students who are expelled will have their access revoked immediately.
- Are responsible to take precautions to protect sensitive data by maintaining appropriate hardcopy or other backups of personal sensitive data in the event of a College Network or equipment failure.
- Must comply with directions given by a faculty or staff member during computer lab or classroom sessions, including online and/or web-based classroom sessions, some of which may be recorded. Students must also comply with instructions given for tests and exams, including but not limited to, during the use of Learning Management System (LMS) based software used for Academic Integrity.
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- Harassment: Harassing or defamatory material may not be sent by electronic means, including email and voice mail, or posted to news groups or social media sites. Suspected violations will be investigated and if warranted will be subject to immediate disciplinary action.

- Excessive personal use: Use of the System for personal reasons shall not interfere with an employee's productivity to any degree, may not pre-empt any business or academic activity and may not disrupt normal operation of the System.

Users who have complaints about computer lab operations or about other U