

Name: **Policy on Information Technology**
Policy Number: 2-2004
Approving Authority: President
Approved: September 2000
Responsible Office: Enterprise Information Technology (EIT)
Responsibility: Chief Information Officer
Revision Dates: November 4, 2021, May 2012,

adversely affect the ability of others to use these resources or compromise the security and privacy of information.

4.2 Responsibilities:

- **Users of university IT resources shall use University IT resources for the academic and administrative purposes for which they are intended. Users will:**
 - a. Use only those IT resources that they have been authorized to use, unless those resources are intended to be generally available to the University community; and
 - b. Not use IT resources for commercial activities unless such activities have been authorized in writing by the University, and do not adversely impact other users, or introduce risk to the security of personal or confidential information or the University IT infrastructure.
 - c. Limit personal use of University IT to modest, infrequent purposes. University IT facilities should be used primarily for university related educational and administrative purposes.
- **Users will not adversely affect the ability of others to use IT resources within or external to the University or compromise the integrity or reliability of those IT resources. Users will:**
 - a. Adhere to the rules governing use of accounts, equipment, networks, or other facilities and to licensing agreements entered by the University.
 - b. Not use IT resources in a manner that interferes with the normal operation of IT resources within or external to the University or hinders or encroaches on the ability of others to use those resource.
- **Users will not compromise the security and privacy of sensitive information. Users will:**
 - a. keep user authentication credentials, such as user accounts and passwords or similar authentication credentials, secure, such that they cannot be used by others;
 - b. choose secure passwords for their user accounts;
 - c. preserve the confidentiality of any University information to which they have access in the

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- b. respect the licensing agreements and terms for all software, and only install and use software as permitted in the license agreement for that software
- c. respect the licensing agreements and terms for all electronic resources including databases, journals, books and other print, audio, and video content
- d. not use University IT resources for any activities or actions which are illegal or do not comply with Canadian or Nova Scotia (S-12.54T(1)), (2), (3), (4), (5), (6), (7) or (8) or T-12.54T(1) or (2)

- Unauthorized access, alteration, destruction and removal of information, equipment, software or systems.
- Use (n)1.1 (s)bet Tc12.5(r)-ap4 Tc 8eyer ret Tc12.5(r)-p4 Tc 80 Tc 0 r811.inr (811.un)-25.inw(l)-31.