

StFX INFORMATION TECHNOLOGY ACCEPTABLE USE POLICY

Persons who have been granted access to University computer systems are expected to use such systems in a legal, ethical, collegial and non-destructive manner.

Use of a University computer system is subject to the regulations in the [StFX Community Code](#), published by the [Dean of Students](#), the Employee Handbook, published by the Human Resources Department, and all campus Collective Agreements. Activity on computer systems is also bound by the laws of Canada and Nova Scotia. *Ignorance of the law is no excuse.*

All computer hardware and software in use by Information Technology Services (IT Services) is purchased under academic licenses. Such licenses require that there be no commercial activity of any kind on IT Services. Any violation of this policy will be treated severely by the University.

It is contrary to University Policies to interfere with or disrupt network users, services or equipment. This includes, but is not limited to:

- Unauthorized access to computing resource
- Attempting to discover another user's password
- Sending forged or anonymous e-mail or postings
- Tampering with another user's account, mailbox, web pages, or voice mailbox.
- Make unauthorized entry to other computational, information, or communications devices or resources
- Use the services in a malicious, threatening, or obscene manner. Use should be consistent with the spirit of respect outlined in the University Community Code. Violating this policy will lead to the immediate denial of your computer access. Further action may be taken, depending on the severity and nature of the act. Complaints will be handled by the Dean of Students for complaints against students, the appropriate supervisor for complaints against non-student users. Complaints will be investigated with assistance from the IT Services.

Username and Passwords

Access to a computer system is gained via a username and a password. Such access is generally referred to as a "computer account".

Computer accounts are granted to individuals; they are not to be shared with friends, family or others.

The owner of an account is responsible for all use of that account.

A username is not secret; in order to use electronic mail, etc. you must tell others your username. However a password is secret; it should be known by only you. Anyone who knows both your username and password will be able to access your computer account and do damage to your work, reputation, and general standing in the community. You will be held accountable for any abuses carried out via your account.

To prevent abuses being carried out on your account, we strongly recommend that you:

- Do not tell anyone your password.
- Do not write down your password.
- Do not use a simple word as a password.
- Do not use personal information as a password.
- Do not reuse an old password.
- Use a phrase as a password.
- Use numbers and special characters in a password.
- Change your password often.

Web Pages

The University is not responsible for the acts of individuals making use of this system or the materials which they publish. Each individual is responsible for their own material and that which is published on their behalf. The University may refuse to list any page which contravenes, or is contrary to the spirit of respect outlined in, the [University Community Code](#).

Usual academic standards should be applied. Sources should be cited. Information should be as correct and timely as possible. Copyright laws apply and copyright notices must be included where appropriate. For information about Canadian Copyright laws refer to:

- Copy it Right from the British Columbia Ministry of Education
- Canadian Intellectual Property Office of Industry Canada
- Copyright and Intellectual Property Resource list from the International Federation of Library Association and Institutions