

Any use of computing facilities belonging to the Department of Computing and Information Science (hereinafter referred to as Department) is a privilege granted to students, staff, faculty and sponsored visitors (hereinafter referred to as Users) in support of research, instructional, administrative, and intellectual pursuits consistent with the goals of the University of Guelph. By using the equipment users endorse their commitment to abide by the policies and expectations of the Department regarding computing and networking facilities, and recognize that they are responsible for all uses of their Department account.

Acceptable Use

As a condition of using any Department computing equipment, the User agrees:

- 1) To use computing resources in an ethical and legal manner, and to comply with the [Acceptable Use Policy and Guidelines for University of Guelph Computing and Networking Facilities](#).
- 2) To adhere to current and future revisions of this Acceptable Use Policy (AUP) which can be reviewed on the department web site (www.cis.uoguelph.ca).
- 3) To use Department facilities only for appropriate purposes. Appropriate academic purposes include research, resource discovery that fulfils class assignments, enhancement of career development, support of instruction, and promotion of University related goals and objectives. Limited use of facilities for personal purposes is permitted with permission from a faculty member.
- 4) To keep computer and network account(s) secure. The account and any use of the account is the User's complete responsibility. Users may not:
 - a) lend their account to others
 - b) use passwords that are easily guessed
 - c) leave passwords exposed so that others can view them
 - d) remain logged in at an unattended workstation that is freely accessible to others
 - e) perform any action (or lack of action) that allows others to access their account.
- 5) To refrain from loading or attempting to load software onto any Department machine unless that software is directly related to appropriate academic use of the equipment as authorized by faculty or staff.
- 6) Not to use the Department facilities to engage in any illegal activity. Users must respect the rights of others, respect the integrity of the computers, networks, and related services, and observe all relevant laws (including applicable intellectual property laws), regulations, contractual obligations, and University of Guelph policies and procedures.
- 7) To be sensitive to the displaying of material that others might find offensive. Department facilities must not be used with the intent to intimidate, harass, or display hostility toward others. Users must abide by the policies and procedures endorsed by the University of Guelph human rights policies: <http://www.uoguelph.ca/hre/>.
- 8) That work being performed by System administrators during maintenance or diagnostics may involve the need to access User files or data. While performing this work, System administrators will endeavour to respect the privacy of Users and handle the information in an appropriate manner. However, the Department reserves the right to delete files from system and network hard drives.
- 9) That the Department assumes no responsibility to Users for damages, direct or indirect, arising from the use of its computer and network facilities or from loss of data from system and network hard drives.

Violations of the AUP

- 1) Violations or suspected violations of the Department's acceptable use policy are to be reported without delay to the Chair or his/her designate. The Chair or his/her designate will address issues specific to the Departmental policy. Issues involving criminal activity or violation of the University's Acceptable Use Policy will be immediately referred to the University of Guelph Chief Information Officer who will then undertake the appropriate action.
- 2) If the Department Chair or his/her designate becomes aware of a violation, or suspected violation of the Department acceptable use policy, the User account may be temporarily suspended pending further investigation. The department Chair or his/her designate will determine the significance of the violation and if sufficient grounds exist for further action within three working days after the account is suspended.
- 3) Further action may include, but is not limited to, a report to campus police, a verbal reprimand, written disciplinary letter, account suspension, application of academic misconduct rules, or a judicial hearing.
- 4) Disciplinary actions taken as a result of a violation of the Department AUP may be appealed with sufficient grounds. The alleged violator must document reasons why the events leading to disciplinary process do not violate the AUP. Documentation must be submitted within 7 days of the start of the disciplinary process. The Chair or his/her designate will assign an independent member of the department to investigate the violation and the disciplinary action taken. The investigator will determine the appropriateness of the action taken and respond to the appeal.

Reporting a suspected AUP violation

- 1) Make a note of the date, time, and location (including computer location if possible)
- 2) Alert the Department Chair, or his/her designate about your observations, either directly or by notifying your supervisor or instructor. The department secretaries can direct you to the appropriate person if you are unsure about whom to talk to.
- 3) It is **NOT** your responsibility, or the responsibility of teaching assistants to confront any individual.

If you believe the violation is a crime of any sort, contact the campus police as soon as possible.