



ACCEPTABLE USE POLICY FOR ELECTRONIC DEVICES AND NETWORK RESOURCES

PURPOSE

The purpose of this policy is to establish acceptable and unacceptable use of electronic devices and network resources at Prairie College in conjunction with its established culture of ethical and lawful behavior, openness, trust, and integrity.

Prairie College provides computer devices, networks, and other electronic information systems to meet missions, goals, and initiatives and must manage them responsibly to maintain the confidentiality, integrity, and availability of its information assets. This policy requires the users of information assets to comply with company policies and protects students, employees and Prairie College. Inappropriate use exposes Prairie College to risks including virus attacks, compromised of network systems and services, and legal issues.

1. SCOPE

All students, employees, contractors and volunteer workers at Prairie College must adhere to this policy. This policy applies to information assets owned, leased, or any devices that connect to Prairie College network or reside at the Prairie College campus.

2. DEFINITIONS

Prairie College campus includes PATC (Prairie Aviation Training Centre)

3. POLICY STATEMENT

3.1 General Requirements

1. You are responsible for **exercising good judgement** regarding appropriate use of Prairie College resources in accordance with Prairie College policies, standards and guidelines. Prairie College resources may not be used for any unlawful or prohibited purpose.
2. For security, compliance, and maintenance purposed, authorized personnel may monitor and audit equipment, systems and network traffic.
3. Devices that interfere with other devices or users on the Prairie College network may be disconnected.
 - This includes setting a static IP address without authorization.

3.2 System Accounts

1. System and Email accounts, including the data, remain property of Prairie College.
2. You are responsible for the **security** of data, accounts, Wi-Fi access, and systems under your control. Keep passwords secure and do not share account or password information with anyone.
3. Providing access to another individual, either deliberately or through failure to secure its access, is a violation of this policy.

4. You must maintain strong **passwords** with a minimum of 8 characters that include both upper and lower case characters with either or including digits and punctuation characters.

3.3 Network Use

You are responsible for the security and appropriate use of Prairie College network resources under your control. Using Prairie College resources for the following is strictly prohibited:

1. Causing a security breach to either Prairie College or other network resources, including, but not limited to, accessing data, servers, or accounts to which you are not authorized; circumventing user authentication on any device; or sniffing network traffic.
2. Causing a disruption of service to either Prairie College or other network resources, including, but not limited to, ICMP floods, packing spoofing, denial of service, and forged routing information for malicious purposes.
3. Violating copyright law, including, but not limited to, illegally duplicating or transmitting copyrighted pictures, music, video and software.
4. Use of the Internet or Prairie College network that violates Prairie College community covenant standards.

3.4 Electronic Communications

1. Use of Prairie College email, or IP address to engage in conduct that violates Prairie College policies or guidelines. Posting to a public newsgroup, bulletin board, or social media with a Prairie College email or IP address **represents Prairie College to public**; therefore, you must exercise good judgment to avoid misrepresenting or exceeding your authority in representing the opinion of Prairie College.
2. The following are **strictly prohibited**:
 - a. Inappropriate use of electronic equipment, including, but not limited to, supporting illegal activities, and procuring or transmitting material that violates Prairie College policies against harassment or the safeguarding of confidential or proprietary information.
 - b. Sending Spam via email, text messages, instant messages, voice mail, or other forms of electronic communication.
 - c. Forging, misrepresenting, obscuring, suppressing, or replacing a user identity or any electronic communication to mislead the recipients about the sender.

4. ENFORCEMENT

1. An employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.
2. A students found to have violated this policy may be subject to disciplinary action, up to and including termination of enrollment.
3. All contractors and temporary workers found in violation of this policy may result in the termination of their contract or assignment with Prairie College.