



**Policy Title:** Information Technology Services – Acceptable Use Policy

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**Approved by:** IT Steering Committee

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**Position Responsible for Maintaining and Administering the Policy:** Executive Director,  
Information Technology Services

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## **Policy Statement**

The intent of this Policy is to provide rational guidelines for the appropriate use of the University of Windsor's computing and networking facilities, including both hardware and software. The Policy recognizes that deliberate, malicious use of these facilities has been, and will likely continue to be, rare. The Policy further assumes an attitude of cooperation, goodwill, and appropriate network "etiquette" on the part of university faculty, staff and students using our central facilities. The approach is therefore one of broad guidance rather than restrictive control.

## **Purpose**

The dynamic growth of networking, both on campus and around the world, raises some specific concerns regarding the nature of interpersonal and inter-institutional communication over the network. The University is committed to following all legislation that deals with the handling of software, electronic communications, data and information, including the "Copyright Act of Canada", "Canada's Law on Spam and other Electronic Threat", and the "Freedom of Information and Privacy Protection Act".

Issues of copyright, censorship, legal liability and others, have not been resolved to the point where a universal approach to any one issue has been adopted. As debate over those issues continues, common sense is the most pragmatic approach to defining acceptable use of our own networking services.

## **Scope**

This Policy applies to all users of the University's computing systems or network.

## **Exceptions to Policy**

None

## **Cross-References**

More information on Copyright at the University is available at <http://leddy.uwindsor.ca/copyright>

More information on the Freedom of Information and Privacy Protection Act at the University is available at <http://www.uwindsor.ca/fippa>

## **Definitions**

None

## **Procedures**

### **General Principles**

- The issued userid is for YOUR EXCLUSIVE/SPECIFIC USE ONLY.
- The computing and networking facilities of the University support instructional, research, public service, and other intellectual pursuits by students, faculty and staff that are consistent with the University's mission.

- Since campus network services enable open scholarly communication on a world-wide basis, they are subject to the acceptable use guidelines established by regional and national networks (e.g. WEDnet, ORION, CANARIE and the Internet). Individuals who make use of these external networks should familiarize themselves with the applicable guidelines, copies of which are available from Information Technology Services.
- Anyone using an external network, or an administrative system, requires a unique ID and password.
- The holder of a computer ID and password is responsible for protecting campus computing facilities from unauthorized access by keeping the password confidential and by changing it regularly.

#### Acceptable Use

Generally, any computing or network communication activities which fall within these general principles are considered acceptable use of campus computing and networking facilities.

#### Unacceptable Use

Confirmed incidents of unacceptable use will result in sanctions ranging from verbal/written warnings, to revocation of computing privileges, to expulsion, and criminal prosecution. Unacceptable uses include:

- Uses that violate federal or provincial laws, or University bylaws and policies as well as those concerning information confidentiality.
- Any uses that unduly interfere with the work of others or with the work of host systems. This includes, but is not limited to: unauthorized use of a computer ID or password; seeking information about or attempting to modify the University's computer security system; and knowingly propagating computer viruses or electronic chain letters.
- Unauthorized copying of proprietary software, publications or files.
- Uses of commercial software that in any way violate the applicable licensing agreement.
- Uses related to unauthorized commercial activities including, but not limited to, distribution of advertising material, offering network information or services for sale or personal gain, and private enterprises.
- Computer information that portrays body parts in a pornographic or derogatory manner.

### **Review Process for Policy**

The Policy will be reviewed every 5 years. Under the following circumstances the Policy may be reviewed before the 5 year term: changes in legislation that affect the Policy; a specific incident triggers a review of the Policy; there is a request made by a governing body, such as the Board of Governors, to review the Policy.

### **Process for Communicating Policy**

The Policy will be posted on the University of Windsor's IT Services website, within two weeks of the approval. Separate notifications may also be sent via e-mail or other means to Departments directly affected by the Policy, or in some cases, the broader campus community if deemed applicable.

#### Contact Information

Inquiries regarding the Policy should be directed to Executive Director, IT Services or appropriate individual in the Department where the Policy was developed, as per the contact information at the introduction of the Policy.

## **Appendix**

### **Sending Mass E-Mail**

#### **Policy for the Use of University Electronic Mailing Lists**

It is intended that the following Policy with respect to the use of University electronic mailing lists will become an addendum to the University's Acceptable Use Policy.

University electronic mailing lists have been set up to provide University-wide communication with all or a substantial subgroup of the campus such as all staff, all faculty, all students. University electronic mailing lists for these subgroups are restricted for use by authorized persons to conduct University business only.

There are occasions when a University-wide communication is an appropriate means to send a message to a large group of people. However, sending such messages may have a negative effect on computer resources especially if carried out during normal work hours. It may take a considerable amount of time for these messages to be distributed to the campus and could cause the disruption of regular mail services and cause systems on campus to be overloaded.

Therefore, before following this avenue, it is critical that you give careful consideration to whom you are targeting with your message. Sending a message to all faculty and staff when only very few within this population may be interested in the message is an inappropriate use.

You may consider using one of the following alternatives:

#### DailyNews

- The DailyNews is a service provided through the Office of Public Affairs and Communications. Story ideas and suggestions may be made to the DailyNews by sending a message to [uofwnews@uwindsor.ca](mailto:uofwnews@uwindsor.ca) (mailto: [uofwnews@uwindsor.ca](mailto:uofwnews@uwindsor.ca))

#### University Calendar of Events

- The University Calendar of Events is a service provided through the Office of Public Affairs and Communications. Events may be submitted to the University Calendar by visiting the DailyNews Web site located at [uwindsor.ca/events](http://uwindsor.ca/events). All event submissions are reviewed prior to posting.

Please note that Public Affairs and Communications reserves the right to determine the appropriateness of material submitted for inclusion in the DailyNews or University Calendar of Events.

#### Paper Media

Placing an ad / article in the student University newspaper, the Lance, should be considered. For publication deadlines, please either contact the Lance at extension 3905, fax: 971- 3624 or by e-mail at [uwlance@uwindsor.ca](mailto:uwlance@uwindsor.ca)

### Policy Requirements

On rare occasions when it is urgent to communicate in a timely fashion with the University community, a University-wide communication may be considered. You must comply with points 1 - 3 below and one of 4 or 5:

1. A University-wide communication must only be used for University business and will be sent only with the appropriate Departmental Head approval.
2. A University-wide communication will be sent during non-peak hours (outside of normal University business hours) unless of a time-sensitive or critical nature.
3. The content of a University-wide communication must be brief. The size of the message must be kept to a minimum and should not contain graphics or other size enhancing attributes. You may want to provide a web page link within your message to provide more information while at the same time, minimizing the size of your message.
4. To request permission to send e-mail to a large number of faculty and/or staff, please contact the Office of Human Resources at extension 2059.
5. To request permission to send an e-mail to a designated student group(s), please complete the on-line form available at [uwindsor.ca/massmail/request](http://uwindsor.ca/massmail/request)

Include the following information (as applicable) in your e-mail message:

1. Subject:
2. Target Group (All students, students by year, etc.)
3. When to send e-mail by:
4. Who is the e-mail to appear to be coming from: (UWindsor e-mail address and person's name)
5. Body of the e-mail: text only, no graphics