



Information Technology Student Code of Conduct

PREAMBLE:

Mohawk College grants the privilege of using information technology resources and facilities (hereafter referred to as I.T. resources) to students, clients, employees and community partners strictly for the purposes of learning, teaching, research, student life, and administration. While the College makes every effort to ensure network security and data integrity, individuals also have certain responsibilities and as such are responsible for making themselves aware of the applicable laws, policies, and guidelines. All students and other academic clients will abide by this *Information Technology Code of Conduct*, [the Information Technology Security Policy](#), and the [Information Technology Acceptable Use Guidelines](#).

Governing Statutes, Regulations, and Policies:

The use of Mohawk College's information technology resources and facilities is subject to all federal and provincial laws, and to the College's applicable policies and procedures. These include, but are not limited to the following:

Federal

[Canadian Bill of Rights](#)
[Copyright Act](#)
[Criminal Code of Canada](#)

And others that may be appropriate

Provincial

[Freedom of Information & Protection of Privacy Act](#)
[Human Rights Code](#)
[Libel and Slander Act](#)

And others that may be appropriate

Mohawk College

[Information Technology Security Policy](#) (C120 – previously Computing & Telecommunications Policy)
[Information Technology Acceptable Use Guidelines](#) (new)
[World Wide Web Page Policy \(C125\)](#)
[Copyright \(C140\)](#)
[Access to Information and Privacy Act \(C201\)](#)
[Use of College Property \(C225\)](#)
[Disruptive Behaviour in the Learning Environment \(C229\)](#)
[Freedom of Information and Protection of Individual Privacy Act Policy \(C242\)](#)
[Threats, Acts of Violence and Weapons Possession \(C292\)](#)
[Access to Student Records \(C701\)](#)
[Academic Dishonesty \(C705\)](#)
[Student Code of Conduct and Discipline \(C757\)](#)
[Human Rights Policy \(H320/C202\)](#)

Specific Activities:



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1. **Personal Use:**

Users will **not** use Mohawk College I.T. resources for personal gain or profit, or for political or religious purposes. Resources and facilities must be specifically used for the sole purposes of teaching, learning, research, student life and administration of the College. All equipment, files or programs that reside on a College workstation, server or network are the property of the College.
2. **College Access to Electronic Communications and Electronic Files**
 - 2.1 Mohawk College cannot guarantee confidentiality of all electronic communications. In order to develop, maintain, or repair the network and its systems, key identified staff members have special access privileges that allow them to gain access to any resources residing on the network. You are therefore cautioned to use discretion when sending or saving electronic communications.
 - 2.2 In accordance with the **Freedom of Information and Protection of Privacy Act**, the public and authorized individuals may have access to a users' electronic records, including electronic communications, stored on College computers, subject to applicable exemption under those Acts.
3. **Criminal Offenses:**

Users will adhere to all applicable laws of Canada (federal), and Ontario (provincial). For example, the proliferation of pornographic, obscene or abusive materials, or hate literature is forbidden and is punishable by the appropriate authorities.
4. **Copyright:**

Users will observe copyright and software licensing agreements. For example, copying programs, data, images, audio files, etc. that are the property of another without the owner's expressed authorization, or installing or running unlicensed or illegal software, or allowing the copying, installation or running of unlicensed or illegal programs or files is forbidden and is punishable by the appropriate authorities.
5. **Hacking:**
 - 5.1 Users will **not** attempt unauthorized access to computer installations inside or outside of Mohawk College using Mohawk College's I.T. resources or facilities.
 - 5.2 Users will **not** forge or misrepresent their identity, or provide false or misleading information to gain access to I.T. resources or facilities inside or outside of Mohawk College.
 - 5.3 Users will **not** deliberately mask the identity of an account or machine.
 - 5.4 Users will **not** probe for loopholes or attempt to circumvent security protection schemes of hardware or software, nor engage in any activity that attempts to compromise the security of any system.
 - 5.5 Users will **not** install or use software or other tools that allow access to others' systems, accounts or passwords.
 - 5.6 Users will **not** tamper with or attempt to tamper with Mohawk College hardware or software settings, or otherwise attempt to break into any other locked down system. For example, users will not attempt to gain access to the Windows Control Panel functions that have been locked out on Open Access and lab computers.
6. **Inappropriate Use:**

Users will not use Mohawk College I.T. resources to transmit, display, distribute, or make available materials that are harassing or discriminatory, in keeping with the College's Human Rights policy. Illegal, libelous, abusive, obscene, threatening, intimidating or demeaning transmissions to any individual or group are also prohibited. This includes, but is not limited to, the use of electronic mail systems, and postings on electronic bulletin or message boards and web pages.
7. **Wasting Information Technology Resources:**



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Users will **not** waste I.T. resources by playing games, spamming of messages, flooding the network, running or installing programs intended to damage or to place excessive load on a computer or the network (for example, viruses, Trojan horses, worms, etc.), or otherwise interfering with the normal operation of the network, and thus depriving other users of I.T. resources or compromising other users' files or data.

8. User Privacy:

Users will **not** view, destroy, or alter the integrity of any information belonging to another user another without the owner's expressed authorization. All material stored on a server or a computer or transmitted via the network is presumed to be confidential and private. This includes email messages and attached files that may have been sent in error either by the originator or a virus program. Users will not compromise the privacy of any other user by viewing or forwarding such messages or attachments when it is determined that the information was not intended to be distributed.

9. User Accounts and Passwords:

Users will **not** give their accounts or passwords to others, nor allow others to gain access to their accounts or passwords. All accounts and passwords are private and confidential.

10. Reporting Misuse:

Users must report the misuse of Mohawk College I.T. resources to the appropriate Chair, or the Director of Information Technology. Failure to do so may result in the assumption that the user who witnessed the misuse was party to the act.

11. Enforcement and Consequences of Violation:

- 11.1 Violation of federal or provincial laws is enforced and punishable by the appropriate federal or provincial authorities.
- 11.2 Mohawk College policies and codes are the responsibility of the Board of Governors of Mohawk College and are enforced by the appropriate designate. For example, department servers are the responsibility of that department manager. Open Access and general purpose labs are the responsibility of the Director of Information Technology. Enforcement of the policies and codes will be shared by that appropriate individual and the Registrar.
- 11.3 Violation of a Mohawk College policy or this Code of Conduct will result in any **one or a** combination of the following:
 - i. verbal warning(s)
 - ii. written warning(s)
 - iii. restriction or withdrawal of access to resources and facilities
 - iv. suspension from the course or program
 - v. removal from the course or program
 - vi. criminal or civil action

It is the responsibility of all users to familiarize themselves with the Mohawk College [Information Technology Acceptable Use Guidelines](#).