	ACCEPTABLE USE OF COMPUTER AND INFORMATION TEC PHOLOCYORY RPOSE
	H. RELATED COLLECTION REMENTS
A.	PURPOSE The purpose of this policy is to outline the acceptable used of omputer and information

- h. That all official communication between and among members of the College Community who have been assigned College email addresses, including @cliege Sidents and Employees shall be conducted through Douglas Collegeail account.
- 3. The College has the following expectations of malp to yees, including emporary Employees and visiting researchers or scholars, with respect to thus of and access to College tated information and information technolog(IT).
 - a. The College expects that Employees will not
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- 6. In the event of a security breach or hardware malfunction formation Technology (IT) Sivices does not guarantee that files stored on desktops appropriate be preserved such files may be deleted without warning if deemed necessary.
- 7. For the purposes of complying with legislative and policy requirements and protecting against Information Security concerns the College retains the right to verify the security of devices connecting to the College network monitor use of College equipment, systems and network traffic at any time and to access recostor data when and as needed
- 8. Personal Use of College Iis allowed, providing that it does not incur ignusticant Cost and/or risk to the College and does not interfere with or take time away from work and/or academic programming time. Use College Resources follow-College Business purposses prohibited.
- 9. In the event that an Exployee's PersonalUse of College Resources results in agaificant Cost to the College, the Exployee shall fully reimburse theo Dege for said costs.
- 10. Under no circumstances is **tu**sent or an **E**mployee of the College authorized **to**se College Resources to engage in any activity that is illegal.
- 11. Employees found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.
- 12. Studentsfound to have violated this policy may be subject to disciplinary action under the College's policy octudent Noracademic Miso0.01.29 0 Td (ຂc)Tj 404 Tc 04 Tc 0.014 T(a)-d20 Tc 0 Tw incng t#604Tc OoA)8l/e)1(0).224 (p Tc 0 Tw(t)3/4)-(4.8 ()]TJ -0.0

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