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Confederation COLLEGE	Originator:	Computer Services
	Approved By:	College Planning Committee
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COLLEGE PRACTICE		

IT SECURITY – THEFT & VANDALISM

No person(s) shall, by any willful or deliberate act, jeopardize the integrity of the College's computing equipment, systems, network infrastructure, security, software, programs, or other stored information.

Theft and vandalism of College IT resources includes (but is not limited to):
* Carelessness or misuse of College equipment or other IT resources.
* Altering, damaging, destroying, deleting, or tampering with equipment, data files, operating systems, network operating systems, or program files.
* Creation, development, storage, transmittal, or replication of any program, code, subroutine, or other means intended to disrupt, interfere, damage, destroy, or corrupt the College's IT infrastructure (i.e. viruses, hacking, spyware, network snooping utilities).
* Any action or attempt to subvert or disrupt the normal functioning of any computer equipment.
* Deliberate over-extension of the resources of a system or interference with the normal functioning/processing of a system.
* Any action or attempt to gain unauthorized access of system accounts and/or system resources – internal or external to the College.
* Theft of any College owned computer hardware, software, accessories, intellectual property, or data.
* Tampering with any security equipment or anti-theft devices.

Any of the above types of actions may be an offence under the Criminal Code of Canada with Confederation College having the right to pursue appropriate legal remedy.

All College IT users have these responsibilities:

* Users may not sell, rent, distribute, or dispose of College IT assets without proper authorization. Disposal of fixed assets is covered under the Colleges Purchasing policy 2-2-04.
* Take appropriate measures to safeguard all equipment, software, data, accounts, or other systems in their own work environment.
* Only use IT resources for their intended purposes.
* Have appropriate authorization to remove or loan College equipment from campus. The department or individual to whom these College resources are assigned is responsible for any loss, theft, or damage.

- Users must immediately report to the Computer Services department or College Security staff, any violation by any person(s) of the above clauses