

 <p>Confederation COLLEGE COLLEGE PRACTICE</p>	Number: 7-2-03	# of Pages: 2
	Originator:	Computer Services
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IT AUP NON-COMPLIANCE, DISCIPLINARY ACTIONS, AND APPEALS		

Purpose

The nature, severity and possible consequences arising from misuse of College Information Technology resources cover a wide spectrum. The speed, nature and escalation of actions taken against those committing infractions is commensurate with the severity of the infraction.

Investigation and appeal of abuse will follow three distinct stages. At all stages, computer users are entitled to fairness and due process.

Stage One - Suspicion and Preliminary Investigation

When an abuse of College IT policy is suspected, the Director of Computer Services (or designate) will conduct a preliminary investigation. Normally, such an investigation involves the examination of accounting information, files, programs, or tapes, and is confined to the physical parameters of files. Accounts will be disabled at this stage only to protect the integrity of the system or the security of user files.

Stage Two - After Reasonable Grounds Are Established

When the Director finds reasonable grounds to indicate that a user has misused IT resources, the user's computing privileges will be temporarily suspended. The Computer Services Department is responsible for the integrity and security of computing privileges pending further investigation of the suspected abuse.

Within five days, the Director will inform (in writing) individuals whose computing privileges have been temporarily withdrawn, giving precise grounds for the belief that they have committed an abuse. They will also be given notice of any plans for intrusive investigation of their files. No intrusive investigation into the contents of files will proceed without the authorization of a College Vice President (or designate).

Serious abuse of the computing facilities will be reported to the College Vice Presidents. If the activities involve offences under the Criminal Code, Confederation College will deal with them as such.

Stage Three - Appeal Procedures

The Director of Computer Services has the right to propose penalties if the due process outlined in Stages One and Two has confirmed abuse. The normal penalty is withdrawal of access to the computing facilities. The penalties must be authorized by a College Vice President.

Students who wish to appeal a penalty have recourse to the Complaints Process (Non-Academic), 5-5-04.

Faculty and staff who wish to appeal can use the grievance procedures outlined in the respective collective agreements.