



# STUDENT TECHNOLOGY

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## 1.0 GUIDING PRINCIPLE

The New Brunswick College of Craft and Design (College) is committed to promoting and ensuring effective, efficient, and responsible use of information and communication technologies provided to students, and to minimize risk of unacceptable and unlawful use.

The primary purpose of the College computers, network, and connection to the Internet is to provide students with access to local and networked resources and information services which support learning and skill development for their education, research, and administrative functions.

## 2.0 POLICY STATEMENT

Appropriate use of technology at the college is paramount.

The College is authorized to impose disciplinary measures as it deems reasonable, according to the seriousness of the circumstances for students who are found in violation of the Student Technology Policy

## PROCEDURE

### 3.0 SCOPE

The scope of this procedure begins with the identification of the College expectations for technology usage integrity and ends with the application of the process for unlawful usage and disciplinary decisions for breaches of the policy.

### 3.1 Computer Labs

Students who use the College computer labs agree to the rules and regulations set out for computer lab usage. This includes, but is not limited to:

- Not interfering with computer equipment (such as installing new software, changing passwords, adding any sort of customizations).
- Documents left on the desktop will be regularly deleted.
- Food or beverages must be properly handled when around computers.

- Any intentional damage or unauthorized modifications to software, hardware, or data files is prohibited. Disconnecting the computer equipment is also prohibited.
- The College, as the owner of these facilities, may examine student files and systems on College equipment. All Internet and network activities may be monitored.
- No unauthorized software or hardware shall be installed or uninstalled with the exception of USB memory keys.
- Students are not permitted to use College computer facilities for:
  - i. Playing unauthorized games;
  - ii. Uploading or downloading any illegal online content is strictly prohibited;
  - iii. Excessive bandwidth for personal usage as this is a shared limited resource;
  - iv. Using any software that slows down the network, or any software that poses a security risk to the network (e.g. network sniffer, password cracker, keyboard logger), unless authorized;
  - v. Inspecting or modifying data which does not belong to the student; or that the student does not have authority to access;
  - vi. Installing software is prohibited unless authorized;
  - vii. Viewing, uploading, downloading, printing, or sending of illegal, obscene, or vulgar messages, files, or pictures (such as Torrents, illegal software, sharing of any illegal content);
- Students shall not interrupt or interfere with other persons using the computer facilities.
- Students are responsible for the security and backing up of their data and/or programs.
- Any unauthorized mass mailing is not allowed.

### **3.2 Google Workspace**

Students receive a Google account upon registering at the college. The following guidelines apply to Google accounts:

- Google Workspace (Google classroom and email accounts) are @nbccd.ca accounts.
- Google Workspace accounts are active during a student's time as a registered student at the college and only active for 5 years past graduation, after which time they are deactivated.
- The college is not responsible for any data loss associated with the deletion of an account.
- Access to the Google Workspace provided by the College can be revoked at any time.

### **3.3 Internet and Network Access**

Access to the College network can be revoked at any time if any illegal activity or computer viruses are detected, if there is excessive bandwidth usage, or anything else that might impact the integrity of the college environment.