

Original Approval Date: June 25, 2010

Parent Policy: [Information Technology Use and Management Policy](#)

This document is an appendix to its parent document. Questions regarding this document should be addressed to the Office of Administrative Responsibility.

Information Technology Use and Management Policy (Appendix A) Examples of Unacceptable Use

Office of Administrative Responsibility:	Vice-Provost and Associate Vice-President (Information Technology)
Approver:	Provost and Vice-President (Academic)

The following are some examples of unacceptable use of information technology resources, as referenced in the *Information Technology Use and Management Policy*. The list is not comprehensive, but is meant to serve as a guide for the type of activities that are not permitted.

A. Unauthorized Access

Unauthorized Access includes password or account sharing, attempts to gain unauthorized access to computer accounts, or any activity designed to bypass an installed computer or network security mechanism. Such activities are contrary to the *Information Technology Use and Management Policy* as well as the Criminal Code of Canada, or other applicable legislation. Note, authorized delegate access to a specified and limited set of resources (such as an email calendar), is permitted, provided the required approvals and restricted permissions as related to job function, are in place.

B. Excessive resource consumption

Excessive resource consumption includes excessive network or computer resource use for personal or commercial reasons, such as peer-to-peer file sharing. Excessive resource use contravenes the *Information Technology Use and Management Policy*, as this use interferes with the operation of networks and systems.

C. Copyright or License violations

Copyright or License violations include installing, reproducing, or distributing copyrighted materials such as any software, publications, or electronic content without permission. Installed software and media on University networks is provided under license agreement and may not be copied or removed without permission. Users may not use University information technology resources to use, modify, or redistribute third party copyrighted data or software that they do not have specific approval to use, modify, or redistribute. These violations contravene the *Information Technology Use and Management Policy*, and may contravene legislation and legal agreements.

D. Theft of data, Unauthorized Disclosure, or Modification of data

Deliberate unauthorized alteration or unauthorized destruction of computer files is an offence under the Criminal Code of Canada. The inspection, altering, deleting, publishing, copying, or

modification of any data an individual is not authorized to access is prohibited. Violations of this nature also contravene the *Information Technology Use and Management Policy*.

E. Vandalism

Vandalism in this context includes vandalism of data, denial of service (DOS) attacks, or any behavior which intentionally degrades, modifies, or adversely impacts the behavior of any computer or network system, for any reason. This includes interfering with another individual's work. Violations of this nature contravene *Information Technology Use and Management Policy* and other University policy and procedure.

F. Unauthorized commercial use

Unauthorized commercial use contravenes the *Information Technology Use and Management Policy* and other University policy and procedure. One example of unauthorized use is running an unauthorized corporate web presence on a University server.

G. Objectionable content

The use of obscene, racist or sexist language, or public displays of pornography, clearly violate the ethical standards of the University community and is as inappropriate for electronic communication as it is for other forms of University discourse. Such use contravenes the *Information Technology Use and Management Policy*, other University policy and procedure, and may contravene legislation as well.

DEFINITIONS

There are no definitions for this Appendix. [\[▲ TOP\]](#)

RELATED LINKS

Should a link fail, please contact uappol@ualberta.ca. [\[▲ TOP\]](#)

There are no related links for this Appendix.