
ARTICLE 6 – TECHNOLOGY POLICY

1. Policy

CIC supports the use of information technology and systems for the delivery of educational programs and the business operations of the organization.

CIC is committed to providing an accessible, secure and reliable information technology environment for the purposes of teaching, learning and administration. CIC requires acceptable, ethical, responsible and legal use of CIC Technology that is consistent with this policy and other CIC policies including for students, compliance with CIC's Code of Conduct.

CIC acknowledges that the need to protect the integrity of the school and working environment and the safety and security of students, employees, parents, guardians, volunteers, and guests, is of paramount importance.

Students must abide by all laws, regulations, the Code of Conduct, Acceptable Use Policy, and other related CIC security policies.

Each student acknowledges and understands that all materials downloaded, stored or viewed through CIC's electronic servers and technology shall be subject to review with no expectation of privacy.

Prohibited uses of CIC Technology include:

- Using the System to create, process, distribute, access, download, store, send or receive illegal, offensive, pornographic, defamatory, abusive, obscene, profane, sexually-oriented, threatening, racially offensive or other inappropriate materials (this includes posting or distributing materials on personal web pages, commercial websites, e.g. social network sites, e.g. www.facebook.com, www.twitter.com, www.youtube.com, www.qq.com, and similar sites);
- Personal routers are not permitted on any CIC property, as they interfere with corporate CIC Wi-Fi networks. Routers found will be confiscated and disposed of immediately, and discipline will be issued to student.
- Use of computer resources for illegal or unlawful purposes, including, but not limited to, copyright infringement, obscenity, libel, slander, fraud, defamation, plagiarism, harassment, intimidation, forgery, impersonation, illegal gambling or solicitation, and computer tampering (e.g., spreading computer viruses).
- Intentionally duplicating storing, installing, or transmitting any digital material that contravenes the Copyright Act.
- Performing activities intended to circumvent security or access controls of any organization, including the possession or use of hardware or software tools intended to defeat software copy protection, discover passwords, identify security vulnerabilities, decrypt encrypted files, or compromise information security by any other means
- Forging any document or message; obscuring the origin of any message, transmission, or file.
- Using programs that harass users, prevent access, investigate, intercept, examine, or infiltrate CIC computer systems, information, or software components.
- Wasting resources such as Internet bandwidth and printing capacity or using resources for non-educational purposes.
- Conducting commercial activities or political lobbying without permission.
- Bullying and harassment through the use of technology (e.g. spreading rumors, images or hurtful comments using e-mail, cellphone, text message, internet websites or other technology.
- Online bullying and harassment.
- Online gambling
- All software used on CIC computer resources must be procured in accordance with CIC policies, must be licensed and registered in the name of the Columbia International College. Software copyright laws must be respected. Obtaining, installing, replicating or using software except as permitted by the software licensing agreements is prohibited.
- Any other conduct that would be cause for discipline.

Online Safety

- a) CIC will use internet filtering and/or blocking software to restrict access to internet sites injurious to the moral tone of the school
- b) Students shall not share personal information, including name, address, telephone number, photos, banking information etc. to untrusted parties on the internet.
- c) Students shall not meet in person with anyone they have met only online via the internet
- d) Students shall not upload any images of other CIC students, faculty, or staff without their consent
- e) Students shall not misappropriate any account belonging to another person

Consequences for Breach of Policy

Students acting in contravention of this policy may be directed to the Principal or Designate who shall determine the appropriate consequence, which may include the disciplinary measures as set out in Article 16 herein.

Violations of Policy

Violations of this policy may result in privileges relating to CIC Technology being restricted, suspended, or revoked and may result in disciplinary action as per the Code of Conduct.

Violations of this policy may be reported to the appropriate law enforcement authorities and may also be subject to criminal investigations and/or criminal charges.

Disclaimer

CIC makes no guarantee about the quality of services provided and is not responsible for any claims, losses, damages, costs, or other obligations arising from the use of its network. Statements by the user on the internet are from the author's individual point of view and do not represent the views of CIC.

2. Social Media and Acceptable Use Policy

Statement of Intent

CIC encourages its students to use social networking/media (Twitter, Facebook, Instagram, Tumblr, Snapchat, WhatsApp, Skype, WeChat, QQ, etc.) responsibly as a way to connect with others and share resources. CIC students are permitted to engage in social media provided that such engagement does not breach the provisions set out herein; the fundamental principles of respect community and leadership.

2. Policy

While social networking can prove incredibly beneficial, it presents a number of risks related to improper information disclosure and inappropriate application. Students must observe the following guidelines:

- Students should assume that all social networking activities are publicly viewable and understand that any material that is released for public dissemination is subject to CIC review;
- Students are required to comply with all federal and provincial laws at all times. Any contravention of these laws or the proliferation of pornographic, obscene or abusive materials, or hate literature is prohibited and is punishable by the appropriate authorities;
- Material shared privately using such services, if brought to the attention of CIC staff, will be subject to all terms, conditions, and policies as outlined herein;
- Students shall comply with all copyright laws and software license policies. Any software which is illegal or unauthorized must not be installed on CIC servers or computers;
- Account information and passwords must be kept confidential;
- Students shall not misappropriate any account belonging to any other person;
- Online bullying and harassing behaviour is strictly prohibited.

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- Students should refrain from publishing personal identifying information online such as their birth date, address, telephone number, email address, personal identification numbers, banking and financial information, etc.;
 - Students are encouraged to refrain from releasing details regarding their personal schedules and locations;
 - Students must respect the privacy of other members of the CIC community;
 - Students shall not upload any images of any other persons, in particular other students, CIC faculty, or CIC staff, without their expressed consent; and
 - Students shall not upload and/or trade any images of any person in a state of undress.

Consequences for Breach of Policy

Students acting in contravention of this policy may be directed to the Principal or Designate who shall determine the appropriate consequence, which may include the disciplinary measures as set out in Article 16 herein.