LU Electronic Services Acceptable Use Policy

- 3.5 IT Services: consists of email, storage, business applications, collaborative applications, teaching & learning, research and administrative systems as defined in Appendix A.
- 3.6 Federal Anti-Spam Legislation: an Act to promote the efficiency and adaptability of the Canadian economy by regulating certain activities that discourage reliance on electronic means of carrying out commercial activities, and to amend the t, the the and the (SC. 2010, c. 23)

3.7 Deliberate Violation: A recorded or observed action where a change of behaviour

4.6 To the extent this policy conflicts with the provision of any collective agreement, the collective agreement provision shall prevail.

5. LU ID Use and Technology Services

5.1 It is the policy of the University to provide quality access to its electronic

6. Roles and Responsibilities

6.1 The AVP Information Technology is responsible for upholding IT policies, and promoting continued policy development at LU, and approvals of new and

7. Electronic Monitoring of Compliance with this Policy

- 7.1 To ensure information and systems security, the IT department electronically monitors the use of our systems by University faculty, staff, contractors or agents engaged by a department or employee.
- 7.2 The IT department does so through audit trails of access to our electronic systems and regular reviews of the audit trails to ensure compliance with this Policy and security of the information we hold.
- 7.3 Review of audit trails is strictly limited to systems administrators on the basis of need-to-know.
- 7.4 To learn more about electronic monitoring of Laurentian University information systems, refer to the Policy on Electronic Monitoring.

Appendix A - LU Electronic Services

applications, teaching & learning, research and administrative systems.

The full list of applications can be found here:

https://my.laurentian.ca/empl/en/learning?article=46105473 (EN)

https://my.laurentian.ca/empl/en/learning?article=46105475 (FR)

Appendix B -

- w) selling, exchanging or distributing products or services for solely personal benefit and at no benefit to LU;
- x) inappropriate, offensive or pornographic use within a public area where others can view material on the computer screen or other electronic devices and can view the person viewing the inappropriate, offensive or pornographic material.
- y) exploitation of vulnerabilities in hardware or software for malicious purposes;
- z) using a personal email (non-LU email) or other digital means to compromise (directly and indirectly) this policy; and,
- aa) any action or activity in violation of a University policy, including but not limited to the Policy on Respectful Workplace, Learning Environment, the Student Code of Conduct, the IT Code of Conduct (for IT personnel), the Employment commitment to Laurentian University and others.

Appendix C -

Appendix D - IT Services for Emeritus and Retired Full Time Faculty Members

Retired faculty members (including emeritus) will retain their Laurentian ID and access to the following IT services:

- Retain same Laurentian ID;
- Multi-factor authentication and Cyber Sectraining;
- Google for Education (Fundamentals) services, namely:
 - Google Mail, Docs, Slides, Sheets, Chat, Calendar, Meet (replaces Zoom);
 - Google Drive (+ Gmail) with max storage of 50GB;
- my.Laurentian;
- Library access;
- Access to desktop security software (must adhere to the Laurentian IT computer standard; call or email the IT service desk);

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