The Salvation Army
William and Catherine
BOOTH UNIVERSITY COLLEGE

STUDENT ACCEPTABLE USE POLICY

Purpose and SCOPE:

This policy outlines the acceptable use of Booth University College's computer systems, user accounts, and network resources. It applies to all students who are granted access to the institution's electronic services. By using your Booth UC computer account, you acknowledge and agree to comply with the terms of this policy.

POLICY:

Booth University College may modify this Student Acceptable Use Policy (SAUP) at any time, at its sole discretion. If changes are made, we will notify you by posting the updated SAUP on the Populi site or through other means of communication. It is your responsibility to review the updated policy. Continued use of Booth UC services after such notification indicates your acceptance of the revised SAUP. If you do not agree to the updated terms, you must discontinue use of the services.

As our services continue to evolve, Booth UC may modify or discontinue any part of the services at any time, with or without notice, and at its sole discretion.

PROCEDURE:

1. Account Responsibility

Your Booth UC computer account is intended for your personal academic use only.

- Sharing your account credentials - including with family and/or friends - is strictly prohibited.
- You are responsible for all activities performed under your account.
- You must take reasonable precautions to safeguard your password and access credentials.

2. Acceptable Use

Your use of Booth UC's computing resources must comply with:

- All applicable laws and regulations, including but not limited to:
    - *The Freedom of Information and Protection of Privacy Act* (Manitoba)
    - *The Personal Health Information Act* (Manitoba)
    - *The Manitoba Human Rights Code*
    - *The Copyright Act of Canada*
- All institutional policies and procedures of Booth University College.
- All posted or communicated technology usage guidelines within the college.

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- Use of computer systems and networks is primarily for academic, research, and University-related purposes. Incidental and responsible personal use is permitted, provided it does not:
  - Disrupt institutional operations
  - Violate this policy
  - Interfere with the work or study of others

3. Prohibited Activities

The following activities are strictly prohibited:

- Accessing or using another person's account, files, or communications without permission.
- Circumventing or disabling system or network security.
- Introducing viruses, malware, or other malicious code; hacking or attempting unauthorized access
- Sending harassing, fraudulent, threatening, or obscene messages.
- Transmitting unauthorized commercial advertisements or solicitations (spam).
- Accessing, viewing, or distributing pornography or offensive materials.
- Using Booth UC systems for unauthorized financial gain.
- Infringing on copyright or intellectual property rights.
- Using Booth UC's name, logo, or branding without proper authorization
- Engaging in any activity that violates Booth UC's Code of Conduct or academic policies.

4. Monitoring and Enforcement

Booth UC reserves the right to monitor and audit all use of its computer systems and networks to ensure compliance with this policy. Violations may result in:

- Revocation of computing privileges
- Disciplinary action (up to and including expulsion)
- Legal action and/or restitution for damages
- A reactivation fee for suspended accounts.
- Immediate disconnection of devices that pose a security risk, without prior notice.

5. Copyright and Learning Management Systems

By accessing Booth UC's learning management system(s), you agree to:

- Complying with Canadian copyright laws
- Refrain from posting or sharing copyrighted materials without proper authorization

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6. Wi-Fi Use

By using Booth UC's Wi-Fi services, you agree to the following:

- You may not share your Wi-Fi login credentials with anyone outside the institution, including family or friends. Your Wi-Fi login is tied to your Booth UC computer account and falls under the same responsibilities outlined in Section 1.
- You are accountable for all activities conducted while connected to Wi-Fi.
- Wi-Fi is a shared resource. Usage should be primarily academic. Excessive non-academic usage (e.g., large downloads or online gaming) that impacts network performance may result in account suspension.