

# AURORA COLLEGE

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## **POLICY**

Aurora College shall strive to create a learning environment that encourages accessing and using the best available electronic information for educational purposes.

## **PRINCIPLES**

1. Aurora College has the responsibility of administering resources effectively and responsibly to ensure that appropriate resources and training are available to access and use the best available information for educational purposes.
2. The College believes electronic access through the internet enhances the opportunity to learn effectively by communicating and gathering timely information.
3. The College believes access to the internet is a privilege that has related user responsibilities.
4. The College staff and students have the responsibility of being aware of, and complying with, the internet use guidelines and behave in a legal and ethical manner when accessing information and communicating through the internet.

## **PROCEDURES**

1. The Director, and/or President, will ensure that a handbook of specific procedures for using electronic information within each Campus Region is made available to all staff.
2. The Director and President will ensure that all staff are made aware of and follow the approved handbook of specific procedures.

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## NOTE:

1. This policy is applicable to:
  - all computers used at the College, whether personal or College owned
  - all computers used for communication and information gathering activities requested through internet accounts in the name of Aurora College (campuses or ARI) or paid by Aurora College whether on or offsite.
2. All related uses of the internet are to be:
  - legally permissible
  - consistent with Aurora College's educational and administrative activities
  - within the guidelines of related College or higher authority policies
  - considerate of the resources and respectful of the privilege of use.
3. Users recognize that the information acquired through the internet is the property of someone and respect their ownership rights. Information may not be copied without permission of the copyright owner.
4. Users of electronic networks need to be aware of the fact that the privacy and security of their communications is not assured.
5. The College will not tolerate the viewing or creating of, or participation in, hostile sites, including web pages, chat lines, listservs, etc. that engage in or portray hostile activities, including but not limited to, pornography, hate toward specific individuals or groups, or extreme violence.