

POLICY STATEMENT

Policy Name	Digital Learning and Information Usage Policy		
Policy #	E.01	Category	Learning Environment
Approving Jurisdiction	Board of Governors	Replaces	January 1999
Administrative Responsibility	Vice President, Corporate Services and Administration	Version	2024-07-01
		Next Review Date	To Be Determined

See the related PROCEDURES (to be linked when posted)

PURPOSE

This policy sets out the appropriate and responsible use of information technology (IT) resources for digital learning and information gathering.

SCOPE AND LIMITS

This policy applies to all Aurora College employees, students, contractors, and others who access Aurora College’s information technology services, equipment, and networks.

POLICY STATEMENT

1. Aurora College provides and maintains IT resources in order to enhance the learning and teaching experiences of our students and staff.
2. IT resources are the property of Aurora College and are to be used in a manner that is consistent with Aurora College’s mission and values. IT resources are not to be used in any manner which contravenes the guidelines for acceptable use (See *Technology Use Regulations*).
3. Users are responsible for the appropriate use of technology resources assigned or lent to them and bear the full responsibility for the material they choose to access, send, or display.
4. Incidental personal use is permitted as long as it does not interfere with Aurora College resources for their intended use.

5. For security and network maintenance purposes, Aurora College’s IST staff may, at any time, monitor equipment, systems and network traffic and will report if any inappropriate online activities take place.
6. Breaches of this policy may result in disciplinary action.
7. Aurora College will strive to provide the best available technology and broadband connectivity to ensure students and staff are supported digitally.

DEFINITIONS

Information Technology: Use of systems (especially computers and telecommunications) for storing, retrieving, and sending information.

Monitoring Information Technology Usage: The practice of collecting and analyzing the data of network usage and websites visited by users, departments, or individual devices.

RELATED POLICIES/PROCEDURES/DOCUMENTS

- B.18 Copyright Policy
- I.06 Intellectual Property Policy

E.01.1 Digital Learning and Information Usage Procedure
Technology Use Regulations

- [Government of the Northwest Territories Internet Use Policy](#)
- [Government of the Northwest Territories Email Use Policy](#)
- [Government of the Northwest Territories Code of Conduct](#)

APPLICABLE LEGISLATION

None.

DOCUMENT HISTORY

Date	Update
1999-01	New policy E.01 <i>Electronic Information</i> issued January 1998. Policy revised June 1998. Policy & Planning Motion #40-1998. Board of Governors Motion #107-1998. Implemented: January 1999.
2024-02-23	Policy revised and renamed <i>Digital Learning and Information Usage Policy</i> . Board of Governors Motion #BOG09-2024. Implemented: July 1, 2024