



ACCEPTABLE USE OF COMPUTER AND INFORMATION TECHNOLOGY POLICY

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A. PURPOSE



Malware: A malicious code that may exist as a file, may be embedded within legitimate computer files or websites, may exist only in computer memory for the purpose of causing harm to a computer, data or person, and/or may come in the form of a computer virus, worm, trojan or ransomware, or as file-less malware.

Non-College Business: A business activity that does not support the College or is not approved by the College.

Personal and Regulated Data (classification Level 4): Data that if compromised could result in long-term harm or reputational risk to the College and/or to individuals, such as breach reporting, negative press, lawsuits against the College or considerable loss of revenue (as per Douglas College Administration policy *A42 Information Security Policy*).

Personal Use: Use of College technology and/or College Resources for purposes of a personal nature, not required for College-related activity.

Significant Cost: An amount incurred above or outside the normal cost to the College of doing business, such as for Personal Use of a College cell phone that incurs charges beyond the rate for the standard plan (e.g., exceeding maximum minutes or data allowed).

Student: A person enrolled in studies at the College in credit or non-credit courses.

