



## Ace Acumen Academy Acceptable Use Policy - Damaged Property, Resources and Technology

Policy Title:	ACCEPTABLE USE POLICY - DAMAGED PROPERTY, RESOURCES and TECHNOLOGY	Area of Responsibility: INFORMATION & TECHNOLOGY DEPT, FACILITIES DEPT.
Policy Section:	IT/ FACILITIES / SENIOR ADMINISTRATION	
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### ACCEPTABLE USE POLICY – DAMAGED PROPERTY, RESOURCES and TECHNOLOGY

#### Coverage

This policy is applicable to the entire Ace Acumen Academy community using College property. This policy includes, but is not limited to all onsite computers and associated accessories, chairs, desks, tables, printers, white board, projectors, classrooms, offices and common spaces, gymnasiums and fitness facilities. In this context, the college community includes: all registered students, both full-time and part-time; all paid employees, full-time, part-time and contract; all others associated with the College as such board members, retirees, or volunteers, and such visitors as are granted temporary user status by the college.

#### Introduction

Ace Acumen Academy provides the use of various resources to enhance the learning and working environment of the College community. However, use of the property at Ace Acumen Academy is a privilege to be used in effective, ethical, respectful and lawful ways that support the values of the college. The College will endeavor to create an atmosphere that balances respect for individual facility users with respect for College property and College and community standards.

#### Principles

1. Computer and facilities resources are provided to support and further the College mission.
2. College community users are expected to comply with provincial and federal laws and Ace Acumen Academy policies and procedures.



3. Members of the College community are responsible and accountable for their actions and behavior in the learning environment, according to the disciplinary policy of their respective jurisdiction.
4. Members are expected to use the property in ways that do not interfere with the study, work or working environment of other users.
5. Video surveillance is installed on all campuses to ensure accurate recording, reporting and penalty to an individual who is found to damage College property.

## Unacceptable Uses

*Note: Unacceptable uses as outlined here are not limited to these examples*

**Vandalism of data:** Deliberate alteration or destruction of computer files is a Criminal Code offense (Section 430 [387]) and will be prosecuted. Under no circumstance may a user inspect, alter, delete, publish or otherwise tamper with files or file structures that the individual is not authorized to access.

**Vandalism of property:** Deliberate alteration or destructions of physical property (ie/ computers, monitors, keyboards, mouse, projector and others as listed below) will be subject to damage fees. See Appendix A.

**Squandering resources:** Resources are shared, and no user may degrade the systems by: unwarranted data space, time and bandwidth consumption through resource-intensive programs, unattended network connections and/or lengthy print jobs.

**Defacing Property:** Marring the appearance of property is prohibited, and subject to financial and non-academic penalties, subject to the offense. This includes but is not limited to graffiti on any College property, including walls, chairs, desks, tables, computer devices, projector screens, white boards.

## Discipline, Jurisdiction and Penalties

**Preamble:** The College will investigate properly identified allegations arising to ensure compliance with applicable federal and provincial laws and with college policies and procedures.

**Adjudication/disciplinary action:** Misuse of the College's resources may result in disciplinary action by the College. Violations of law will result in immediate loss of privileges and will be reported to the appropriate college and law enforcement



authorities. Lesser violations by students will be dealt with under the Appeals, Complaints and Discipline Policy (in the Code of Student Rights and Responsibilities). Staff violations will be handled in accordance with the College's approved Equipment and Property Standards (found in the H.R. Handbook). In most instances of unacceptable property use, disciplinary action progresses in steps from reprimand to discharge, consistent with the employee's prior disciplinary record and the flagrancy of the offense. In either case, access privileges may be revoked immediately, and long-term outcomes may include temporary or permanent loss of access privileges, depending on the nature of the activities.

### Appendix A Damage Items Price List

**\*Costs are minimum estimates. Fees will be determined based on actual damage.**

**\*\*Invoice will be issued to the offender, and payment will be due based on the terms written in invoice.**

CATEGORY	COST*
<b>Computers / Teaching Devices Related</b>	
Computer Hardware	\$200.00/each
Computer Monitor	\$80.00/each
Computer Accessories (Keyboard, Mouse, WiFi Adapter, HDMI Cable)	\$15.00/each
Staff / Student Printer	\$200.00/service
Projector	\$150.00/service
Projector Screen	\$500.00/service
White Board	\$200.00/service
<b>Wall Repair</b>	
Drywall repair (hole)	\$100.00/sq.ft
Paint Wall	\$50.00/hr
Cleaning Walls	\$50.00/hr
Wallpaper	\$50.00/sq.ft
Floor/Tile	\$100.00/sq.ft
<b>Windows</b>	
Replace blinds	\$500.00/window
Repair of blinds (chain, etc.)	\$150.00/each
Door/ Window Glass	\$300.00/each
<b>Missing Items</b>	
Replace Fire Extinguisher	\$250.00/each



Replace Smoke Detector	\$100.00/each
Replace Garbage Can/Bin	\$25.00/each
<b>Furniture (Repair/Replacement)</b>	
Desk	\$100.00/each
Desk Chair	\$50.00/each
Computer Lab Desk	\$150.00/each
Chair - Computer Lab , Lecture Hall (swivel or theater style)	\$75.00/each
Dining Desk - White Oval	\$100.00/each
Armchair - Chair	\$75.00/each
Armchair - Writing Board	\$25.00/each
Electric Fan	\$80.00/each
Electric Heater	\$60.00/each
<b>Washroom</b>	
Hand Dryer	\$400.00/each
Sink Faucet	\$125.00/each
Cabinet	\$75.00/piece
<b>Gymnasium</b>	
Floor	\$200.00/sq.ft