

λ: INFORMATION TECHNOLOGY

Preamble: The Information Technology policy outlines the responsibility of IT officers inclusive their roles and responsibilities. The policy details the appropriate use of all information technology owned and/or operated by the Engineering Society made available to its members for both personal/academic use as well as for work of the society. Services managed by the IT officers are also detailed in this policy.

A. Information Technology

Part I: General

1. Information Technology is an essential department vital to the operations of the Engineering Society.
2. There shall be an IT team consisting of the Director of Information Technology, Webteam members and computer managers.
3. The IT team will be responsible for overseeing all aspects of the Society's Information Technology.

Part II: IT team

4. The IT team shall oversee all aspects of the Engineering Society's Information Technology including, but not limited to:
 - i. managing the Society's web, e-mail and file storage services.
 - ii. maintaining workstations for use by the Engineering Society Executive, Directors and Officers.
 - iii. Working with account holders to protect the integrity and security of the Engineering Society's data, through appropriate archival and security policies.
 - iv. working with the Engineering Society's services, clubs, groups and design teams to ensure effective use of Information Technology resources.
 - v. upholding the Engineering Society Computing Policy, as seen in Section B.
5. Each member of the IT team shall complete a confidentiality agreement to be submitted to the Vice President (Society Affairs).

Part III: Director of Information Technology

6. The duties of the Director of Information Technology shall be consistent with those outlined in Policy Manual Section β.C.VIII and By-Law 8.

Part IV: Summer IT Officer

7. The outgoing Executive shall bring a motion before Council at the last meeting of the Fall term to determine the existence of a Summer IT Officer position for the upcoming summer.
8. If the position is approved by Council, the Summer IT Officer shall have a paid summer position and will be required to be in Kingston for the summer to develop and maintain EngSoc information systems, to represent the Society's information technology interests and serve as resource for the Engineering Society members.
9. The Summer IT Officer position will be offered to the incoming Director of Information Technology.
10. Should the Director of Information Technology decline the position, it shall be hired by a committee consisting of, at a minimum, the Vice President (Society Affairs and the incoming Director of Information Technology).
11. The Summer IT Officer position will follow the planning and reporting process as described for the summer executive positions in β .B
12. The Summer IT Officer shall be compensated an amount equal to the Summer Executive positions as seen in β .B.4.

Part V: Recognition and Appreciation

13. The IT team shall budget for one appreciation dinner per year.

B. Engineering Society Computer Policy

Part I: Accounts

15. Accounts for the Engineering Society Computing facilities, including but not limited to web, e-mail and file storage, will be given out by the Computer Managers to individuals or groups needing access.
16. Accounts designated for a group of people shall be given to a designated account holder who shall have full responsibility over the account. This designated account holder shall usually be the "head" of the group, when possible. The designated account holder must use discretion when allowing group members access to their group account.
17. Accounts shall be given to groups instead of to individuals except when there is a clear need for individuals to have their own independent account.
18. The Computer Managers are required to keep on file the name and (non-EngSoc) e-mail address of every account holder. In turn, users should inform the IT Team when the account holder changes.

Part II: Computer Usage Rules and Guidelines

19. All users are bound by the Queen's University Computer User Code of Ethics.

20. All software installed on EngSoc workstations must be approved by the EngSoc Computer Managers.
21. EngSoc facilities should not be used to store personal files, i.e. files unrelated to the business, operation or history of EngSoc and its affiliated groups, clubs and services. Such files may be removed without warning by the Computer Managers. This includes, for example, academic assignments.
22. Computer users may have access to confidential data belonging to EngSoc. Under no circumstances shall this data be disclosed to others without permission.
23. With the exception of the computers purchased by the BED Fund, EngSoc computer facilities are primarily to be used for EngSoc related activities. Such activities shall have priority over personal use.
24. Account passwords should be changed on a frequent basis. At the very least, the passwords must be changed when there is a new account holder.
25. Users must not disclose their password to anyone.
26. Users should not leave computer logged in and unattended. When they have finished using a computer or other resource, they must log off.
27. Users shall be courteous when sharing limited computer resources.
28. EngSoc reserves the right to monitor the use of all accounts and computing resources.
29. EngSoc will charge users a fee for printing to be set by the Vice President (Operations).

Part III: Disciplinary Action

30. In the event that EngSoc computing facilities are being abused, any or all of the following actions may be taken by the Director of Information Technology and the Vice President (Society Affairs), depending on the nature and severity of the request:
 - a. A warning and request to cease the violation may be issued.
 - b. The user may be held responsible for repayment of any costs incurred.
 - c. Access to EngSoc computing facilities may be restricted or suspended.
 - d. The EngSoc Executive and Council may be notified.
 - e. Queen's University Information Technology Services may be notified.
31. The above actions do not preclude other EngSoc or University disciplinary or legal actions from being invoked.

Part IV: Website

32. Those producing website content shall endeavour to ensure that it preserves the strong reputation of the Engineering Society and of Queen's Applied Science.
33. All website content must comply with the Queen's Code of Conduct.

34. The Vice President (Society Affairs) shall have authority over and responsibility for any content hosted on the Engineering Society domain or housed on Engineering Society resources, with the exception of the Golden Words website.

a. The Vice President (Society Affairs) may order the removal of any content deemed to be inconsistent with the reputation and image of the Engineering Society.

b. Such a decision may be appealed to EngSoc Council, who may overrule the Vice President (Society Affairs) with a majority vote.

35. The Golden Words website is subject to the editorial review practices as set out in η.C.IV

C. Open Mailing Lists

Part I: General guidelines

36. An open mailing list is defined as any mailing list with membership open to Engineering Society members in general.

37. All open mailing lists shall be moderated.

38. The privilege of posting a message to an open mailing list shall be limited to:

a. Those functioning in some capacity as a representative of the Engineering Society.

b. Groups directly associated with the Engineering Society

39. All messages posted to an open mailing list shall be directly relevant to the members of that list.

40. Messages posted to an open mailing list shall not contain discriminatory or offensive content.

41. Titles of messages posted to open mailing lists shall be preceded by the name of the mailing list in square brackets, and should not contain any:

a. Mistakes in grammar or spelling,

b. Abbreviations,

c. Acronyms,

d. Fully capitalized words, or

e. Exclamation points in succession.

Part II: AllEng mailing list

42. The purpose of the AllEng mailing list is to be the primary means of electronic communication between the Engineering Society and the entirety of its members.

43. The AllEng mailing list shall be moderated by the Vice-President (Society Affairs).

44. Topics of messages posted to the AllEng mailing list shall be strictly limited to:

a. Information regarding events associated with the Engineering Society and/or its associated groups:

- i.** Conferences are defined as events in this context.
- b.** Information regarding involvement opportunities within the Engineering Society and/or its associated groups.
- c.** Matters of significance to the community at large, with specific relevance to the Engineering Society membership. These shall include, but not be limited to:
 - i.** Messages from the Alma Mater Society, and
 - ii.** Messages regarding municipal, provincial and federal elections.