



COLLEGE OF THE NORTH ATLANTIC

OPERATIONAL POLICY

TOPIC: INTERNET USAGE

Policy No.	IS-508	Division	Information Systems
Related Policy	IS-505 IS-506	Board Policy Ref.	GP-RR-904
Related Procedure	n/a	Effective Date:	March 10, 2026

1. PURPOSE AND SCOPE

The purpose of the Internet Usage Policy (the Policy) is to define appropriate use of internet access provided by the College of the North Atlantic (CNA).

This Policy applies to all CNA community members. CNA supports the principles of academic freedom, freedom of speech, and privacy of information, and provides protections consistent with these principles. All internet use must comply with applicable license agreements, software usage terms, and formal agreements with external information technology service providers.

2. DEFINITIONS

College of the North Atlantic Community

A member of the College of the North Atlantic community under this Policy includes, but is not limited to:

- Affiliates: any individual working in collaboration with College of the North Atlantic for a business or academic purpose or an external community member, including all College of the North Atlantic graduates and alumni;
- College of the North Atlantic Board of Governors: individuals forming the governing body of College of the North Atlantic;
- Contractors: any individual or company (and its employees) who provides services to College of the North Atlantic under a service contract (i.e., a non-employee-employer relationship) or within a College of the North Atlantic facility;

- Employees: any individual who is currently employed by College of the North Atlantic or provides services to College of the North Atlantic under an employment contract. This includes all employees, regardless of status, as well as current employees who are on a leave of absence (i.e., paid/unpaid);
- Students: any individual registered in College of the North Atlantic programs or otherwise participating in College of the North Atlantic courses, programs, events, and activities. This includes prospective students and recently accepted student applicants;
- Visitors: any individual visiting a College of the North Atlantic property and/or facility; and
- Volunteers: any individual performing work for College of the North Atlantic in an unpaid capacity.

3. POLICY

The CNA community is expected to use internet resources in a responsible, effective, and lawful manner. Internet usage must not interfere with CNA operations or violate any laws or CNA policies. This Policy shall be interpreted in accordance with the *Access to Information and Protection of Privacy Act, 2015*. In case of any conflict between this Policy and the Act, the Act shall prevail.

4. BEST PRACTICES FOR INTERNET USAGE

- Use strong, unique passwords and change them regularly;
- Avoid accessing sensitive personal accounts (e.g., banking, shopping) on shared or public networks;
- Do not download or install unauthorized software or files;
- Refrain from visiting websites that are inappropriate or unrelated to CNA business;
- Report any suspicious activity or security incidents immediately to the Information Systems Division via a ServiceNow request;
- Ensure antivirus and security software is up to date;
- Do not share login credentials; and
- Use CNA internet resources primarily for academic and professional purposes.

5. PROCEDURE

The Vice President of Finance and Administration shall ensure that procedures are developed and implemented in accordance with the Policy.

Approval History	
Approved by President	March 10, 2026