

## SHAREPOINT ACCEPTABLE USE STANDARDS

### PURPOSE

A standard includes specific low level mandatory controls that help enforce and support a policy.

The purpose of this document is to support and outline in detail the requirements of the IT Acceptable Use Policy as they relate to Brock University's SharePoint Online environment. These requirements are mandatory and must be adhered to by all users of Brock's SharePoint Online environment.

In the event that any provision of this Standard is found to be inconsistent with the provisions of a collective agreement, the collective agreement will prevail.

### SharePoint

SharePoint is a browser-based collaboration and document management platform from Microsoft. It is used by the University primarily as an Intranet including content and document management. Brock's SharePoint environment consists of department sites, team sites, project sites, committee sites and individual sites.

### Use

The use of Brock's SharePoint Online environment must be for University academic or administration purposes only.

Users must not purposely engage in activity that may: harass, threaten or abuse others; deprive an authorized user access to a SharePoint resource; obtain extra resources beyond those allocated; circumvent SharePoint security measures.

Users must not intentionally access, create, store or transmit material within Brock's SharePoint Online environment which may be deemed to be offensive, indecent or obscene.

Brock's SharePoint Online environment must not be used for personal benefit.

Users are responsible for managing their use of SharePoint Online and are accountable for their actions.

Brock University reserves the right to remove any non-business related SharePoint site.

**Department /  
Area  
Responsibility**

Departments or areas responsible for the custody or operation of the SharePoint system are responsible for proper authorization of access to SharePoint.

**Data  
Confidentiality**

Data used in SharePoint must be kept confidential and secure by the user, and not shared unless there is a University academic or administration need to do so.

Users must not attempt to access any data or sites in Brock's SharePoint Online environment for which they do not have authorization or explicit consent.

**Privacy**

There is no guarantee of personal privacy within the SharePoint implementation. The use of these electronic communications and collaboration tools and functionality may be accessed to fulfill complaint or investigation requirements, subject to collective agreement and / or other contractual conditions.

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**Policy Violation**

As outlined in the Safe Disclosure Policy, SharePoint users are encouraged to report to the IT Help Desk any incidents of possible misuse of SharePoint.

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