



IT Acceptable Use Reporting and Review Procedure

Approved By: Vice President, Finance, Administration and Applied Research

Approval Date: July 14, 2026

Replaces: None

Corresponding Policy: [Information Technology Acceptable Use Policy](#)

Introduction

This procedure supports the appropriate and responsible use of College Information Technology Resources by outlining how concerns related to acceptable use may be raised and reviewed.

Purpose

The purpose of this procedure is to provide a clear and consistent approach for raising and reviewing concerns related to the [IT Acceptable Use Policy](#). The procedure supports awareness, clarification, and timely resolution of issues and does not presume misconduct.

Scope

This procedure applies to all members of the College Community who observe, experience, or have questions about activities that may not align with the [IT Acceptable Use Policy](#).

Definitions

College Community: all students, employees, contractors, and other individuals authorized to use College Information Technology Resources.

Concern: a question, observation, or report regarding the use of Information Technology

Resources that may require review or clarification.

Operating Procedure

1. Raising a Concern

- 1.1 Concerns or questions related to IT Acceptable Use should be submitted through the College's IT service management (ITSM) system, TeamDynamix or by contacting Information Technology directly. Individuals are encouraged to provide sufficient information to support understanding of the concern.

2. Review and Follow-Up

- 2.1 Information Technology will review concerns to determine appropriate next steps.
- 2.2 Concerns are handled discreetly and shared only with those who need to be involved in understanding or addressing the issue, in accordance with applicable privacy obligations.
- 2.3 Outcomes may include guidance, clarification, informal follow-up, or referral to another College area where appropriate.
- 2.4 Information Technology does not determine disciplinary outcomes.

Related Policies

- [Information Technology Acceptable Use Policy](#)