

### **Acceptable Use Agreement - Offsite Access to University of Manitoba Networks**

The Dr. Gerald Niznick College of Dentistry (College) recognizes the value of computer and other electronic resources to improve student learning and enhance their overall experience. To this end, the College supports student access to University computer networks, including axiUm, and other electronic resources in support of the College's mission to provide a progressive learning environment for students.

It is the policy of the College and the University of Manitoba to maintain an environment that promotes ethical and responsible conduct by staff and students accessing university computer systems and networks. The College is committed to preserving our patients' right to privacy and ensuring the confidentiality of information maintained on our networks. The terms in this Agreement are intended to help students make the best use of offsite access to secured resources through the University's virtual private network (VPN). Use of the University's online network provided by the College is a privilege that offers remote enhanced learning and educational resources to students. In order to maintain the privilege, students agree to comply with all of the provisions of this Agreement. In order to use the University's VPN and Remote Desktop, you agree to the following:

1. Access to VPN and the Remote Desktop connection must be from a private location (e.g. a private residence) and not a public space. Care must be taken to ensure patient information or charts are only being viewed by the authorized user.
2. Passwords shall not be saved in the VPN and Remote Desktop connections; they must be typed in each time.
3. All user-level passwords (e.g. e-mail, web, desktop computer, etc.) must be changed at least every 90 days and at the yearly renewal.
4. Use of the University's network through VPN to access patient information must be in support of educational and research objectives consistent with the mission and learning objectives of the College and in compliance with FIPPA and PHIA legislation.
5. Giving out patient health information is strictly prohibited. When using VPN, extreme caution must always be taken to not reveal any personal health information of patients.
6. Students are permitted to share patient information with their instructor or mentor if required as part of their learning. Sharing of information must be done through axiUm messenger or University of Manitoba email.
7. Remote access to patient records is provided to students for their personal study only. Downloading, copying, otherwise duplicating, and/or distributing patient information or charts is not permitted. Patient information should not be saved to any individual's personal device including laptop, cellphone, desktop, etc.
8. Network accounts are to be used only by the authorized owner of the account for the authorized purpose.
9. From time to time, the College will make determinations on whether specific uses of the network are consistent with the acceptable use practice and privacy legislation.

**SIGNATURE:**

I have read, understand, and will abide by the above Acceptable Use Agreement when accessing electronic resources owned, leased, or operated by the Dr. Gerald Niznick College of Dentistry and the University of Manitoba. Should I commit any violation, my access privileges may be revoked and University disciplinary action may be taken as outlined in the University of Manitoba [Computer Usage Agreement](#) and/or in accordance with any [pledges of confidentiality](#).

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Student Signature

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Date

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Print Student's Name

**REFERENCES:**

University of Manitoba, Access and Privacy Procedure: <https://umanitoba.ca/access-and-privacy/>

University of Manitoba, Computer Usage Agreement: <https://umanitoba.ca/information-services-technology/computer-accounts-usage-agreement>