

EFFECTIVE DATE/

## OFFICIAL POLICY



## PART 5. PROCEDURES

- A. All persons using the college's computing resources, including hardware, software, networks, computer accounts, and any other information technology resources, shall:
1. use only those computing resources and computer accounts for which they have authorization.
  2. use resource-shared computer accounts only for the purpose(s) for which they have been issued.
  3. use college-owned computers and related equipment for college-related projects only, other than limited personal use.
  4. be responsible for all use of their accounts and for protecting the password of each account.
  5. report unauthorized use of their accounts to their instructor, supervisor, system administrator, or other appropriate college authority.
  6. cooperate with system administrator requests for information about computing activities.
  7. take reasonable and appropriate steps to honor all hardware and software license agreements.
  8. ensure that all non-college produced electronic publications that promote college programs make no implication that the publication is an official college product. When possible, the use of a disclaimer is strongly advised.
- B. All persons using the college's computing resources, including hardware, software, networks, computer accounts, and any other information technology resources, shall:
1. circumvent or attempt to circumvent normal resource limits, logon procedures, and security regulations.
  2. transmit fraudulent information or access other users' hardware, accounts, or files without the users' explicit permission.
  3. violate any software license agreement and or copyright, including copying or redistributing copyrighted computer software, data, or reports without proper, recorded authorization.
  4. use the college's computing resources in a way that violates laws pertaining to harassment and/or threatening behavior.
  5. physically interfere with other users' access to the college's computing resources.
  6. disclose or remove proprietary information, software, printed output, or magnetic media.
  7. encroach on others' use of the college's computing resources by excessive or disproportionate use of said resources.
  8. disclose or remove electronic data without the explicit permission of the owner.
  9. read other users' information, files, or programs without the owner's explicit permission.
  10. use the college's computer facilities to violate any policy of the college, or to violate any municipal, state, or federal law.
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11. use the college's technology resources for non-college related commercial purposes or for personal financial or other gain, nor shall such resources be used to solicit for or promote non-college related non-profit or political entities, groups, or organizations.

C. Responsibilities of System Administrator

1. If a System Administrator observes an abuse of computing resources, or an unusual degradation of services, or receives a complaint of computing abuse or degradation of services, he or she shall take steps to maintain the integrity and performance of the system(s).
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