

Procedures for Acceptable Use by College Employees for Computer and Communications Technology

PURPOSE

Mt. San Jacinto College (MSJC) owns and operates a variety of computing systems, which are provided for the use of MSJC students, faculty, and staff in support of the programs of the college. Recognizing that computers are now an integral component of personal communication, it must be understood that the primary purpose of the College computing systems is for education, research, academic development, and public service. Commercial uses are specifically excluded. All students, faculty, and staff are held accountable for seeing that these computing facilities are used in a responsible, efficient, ethical, and lawful manner.

WHY DOES MSJC NEED AN ACCEPTABLE USE PROCEDURE?

This document establishes rules and prohibitions that define acceptable use of the College's computer systems. Unacceptable use is prohibited and may be grounds for loss of computing privileges. Violations of these policies will be dealt with in the same manner as violations of other College policies and may result in disciplinary action and/or legal sanctions under federal, state, and local laws.

WHAT RIGHTS DOES THE COLLEGE MAINTAIN REGARDING ACCEPTABLE USE OF COMPUTERS AND COMMUNICATIONS TECHNOLOGY?

MSJC owns and operates all College computer systems, facilities and accounts. While system administrators have access to all user account directories and data, electronic mail, personal web pages, and any other files stored on system servers, such files are not accessed without written authorization or under circumstances requiring system maintenance. While reasonable efforts have been made to ensure the privacy of individual accounts and electronic mail and to ensure a secure network system, there is no guarantee that such accounts or electronic mail are private. MSJC reserves all rights to these computing resources, and may terminate service without notice at its discretion.

The Acceptable Use Policy shall not be construed as a waiver of any rights of MSJC, nor shall it conflict with applicable acts of law. Users of MSJC's computer systems may have rights that are protected by federal, state, or local laws. System administrators will establish more detailed guidelines, as needed, for specific computer systems and networks. These guidelines will cover such issues as allowable connect time and disk space, handling of irretrievable mail, responsibility for account approval, and other issues related to administering the system.

WHAT PRIVILEGES ARE USERS GRANTED?

Access to MSJC computing systems is assigned and managed by the administrators of individual systems. Eligible individuals may become authorized users of a system and be granted appropriate access, including passwords, by the responsible system administrator.

WHAT RESPONSIBILITIES DO USERS HAVE?

The administrator of each system sets minimum guidelines within which users must conduct their activities.

Users may not, under any circumstances, allow unauthorized individuals to access their account without permission from their system administrator. Authorized users are responsible for proper use of the system, including any password protection.

Users may not employ the College's computing systems, including electronic communications such as electronic mail, to harass or make defamatory remarks, and violators shall bear full and sole responsibility for their actions. MSJC's role in managing these systems is only as an information carrier, and transmission of any individual user's messages through these systems does not imply endorsement by MSJC.

Access to the Internet is for use in a regular instructional activity or to compile data necessary for research needed in the College District. It is the user's responsibility not to initiate access to material that is obscene, as defined in the California Penal Code section 311 (a), or that is inconsistent with the goals, objectives, policies, or educational mission of the College District.

Many of the MSJC computing systems provide access to outside networks, both public and private, which furnish electronic mail, information services, bulletin boards, conferences, etc. Users are advised that MSJC, including members of the administration, faculty, and staff, does not assume responsibility for the contents of any of these outside networks.

In addition, users will agree to the following:

1. Users agree to comply with the acceptable use guidelines for local and/or outside networks that they may access through MSJC systems.
2. Users agree to follow proper etiquette on local and/or outside networks. Documents regarding etiquette are available through system administrators and/or through specific networks.
3. Any user who transmits or causes to be transmitted a message that is inconsistent with an environment conducive to learning or with a misleading source will be held solely accountable for the message, not MSJC, which is acting solely as the information carrier.
4. Users agree never to use a system to perform an illegal or malicious act. Any attempt to increase the level of access to which a user is authorized or to deprive other authorized users of resources or access to any MSJC computer system shall be regarded as malicious and may be treated as an illegal act.
5. A user who discovers a possible security lapse on any system is obligated to report it to the system administrator. The system must not be used until the system administrator has investigated the problem and issued a clearance.
6. Knowledge of passwords or of loopholes in computer security systems shall not be used to damage computer resources, obtain extra resources, take resources from another user, gain unauthorized access or otherwise make use of computing resources for which proper authorization has not been given.
7. Users are responsible for backup of any data that does not reside on the network drive.
8. Users agree to remain within allocated disk space and to delete electronic mail or other material that takes up excessive storage space.
9. Users agree that if any local software installed on a computer interferes with the business function and performance of the equipment, the system administrator may remove such software.
10. Users are responsible for abiding by copyright law pertaining to computer software. Computer software protected by copyright is not to be copied from, into, or by using

campus computing facilities, except as permitted by law or by the contract with the owner of the copyright. This means that such computer and microcomputer software may only be copied in order to make back-up copies, if permitted by the copyright owner. The number of copies and distribution of copies may not be done in such a way that the number of simultaneous users in a department exceeds the number of original copies purchased by that department. Licenses for local software shall be made available for review upon request.

HOW WILL MSJC ENSURE THE CONFIDENTIALITY OF USERS' COMPUTER ACCOUNTS?

State and federal law protect the confidentiality of student, employee and applicant records. Users understand that all records accessed are confidential and subject to College policies and federal and/or state laws.

On occasion, the Information Services (IS) Department may need to access files for maintenance or security purposes. File owners will be notified of file access in advance, if such notice is practical. When performing maintenance, every effort is made to ensure the privacy of a user's files. However, if policy violations are discovered, they will be reported immediately to the appropriate Administrator who shall in turn discuss the violation with the user at the earliest time possible.

Users will agree to the following:

1. Users will access only information to which they are authorized.
2. Users will maintain the confidentiality of information in compliance with College policies and federal and/or state laws. Users will keep all data, whether in electronic or printed format, confidential both during and after employment.

AGREEMENT

All users of MSJC computing systems must read, understand, and comply with the policies outlined in this document, as well as any additional guidelines established by the administrators of each system. By using any of these systems, users agree that they will comply with these policies. Failure to abide by these conditions may result in denial of access to all College information systems and may subject users to formal disciplinary action up to and including dismissal.

I acknowledge that I have read and will abide by the District's policies regarding use of any District computer system.

Signed _____ Date _____

Acceptable Use Policy / Adopted 09/27/01 ICTC

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