

C 6.3.900 R102**APPROPRIATE USE
OF COLLEGE
INFORMATION
TECHNOLOGY
RESOURCES****I. INTRODUCTION AND PURPOSE**

All college faculty, administrators, staff, and students, by virtue of their use of Edmonds Community College information technology resources, accept the responsibility of using these resources only for appropriate college activities. Information technology resources include computing, telephone, television, video, internet services, and dial-up networking. The purpose of this regulation is to promote responsible use of all computing and network facilities operated by Edmonds Community College Information Technology. This regulation should be used in conjunction with other laws and policies set out in section II, as well as guidelines for use prepared by the Information Technology Department.

Eligible customers of Edmonds Community College computing and network facilities include currently employed faculty and staff and enrolled students at all Edmonds Community College sites. Representatives from government agencies, school district faculty, Edmonds Community College contractors and other non-commercial organizations may become customers of Information Technology by special arrangement.

II. DEFINITIONS OF INFORMATION TECHNOLOGY RESOURCES

Computing resources include information technology staff, hardware, software, networks, laboratories, databases, files information, licenses, contracts, network bandwidth, funds, user names, passwords, documentation, disks, CD-ROMs, tapes, and modems.

Telephone resources are defined as telecommunications staff, hardware, software, networks, switches, telephones, FAX equipment, answering machines, wiring panels, files, information, licenses, contracts, voice mail, network bandwidth, funds, and documentation.

Television and video resources are defined as media staff, hardware, networks, (including video jacks) video cameras, video tape, production and post-production equipment, and facilities, laboratories, licenses, contracts, network bandwidth, funds, and documentation.

Appropriate college activities include such activities as class assignments, extra credit activities, the pursuit of personal

educational goals, college-supported research, other educational research, college management and administrative

functions, college-supported extra-curricular activities and organizations, and other uses approved by Edmonds Community College administration.

II. RELATED POLICIES AND LAWS

There are various other policies, laws, licenses, and regulations related to information technology resources, including the following:

- A. The faculty negotiated agreement
- B. Executive Order 91-10
- C. The college policy on copyright (6.3.805)
- D. The college policy on electronic messaging systems (6.3.900)
- E. Section 1030 of the U.S. Criminal Code, the 1986 Computer Fraud and Abuse Act
- F. The Copyright Act of 1976
- G. The State of Washington Telecommunications Fraud Act of 1990 (SSB6572)
- H. The State of Washington Public Ethics Act
- I. Licenses for computer software
- J. K-20 Network Conditions of Use and Acceptable Use Policy

III. PROHIBITED ACTIVITIES

Activities that are prohibited include, but are not limited to:

- A. Commercial use and personal business interests.
- B. Use by employee's family and friends.
- C. Uses of information technology resources which:
 - 1. Waste, misuse, or abuse information technology resources.
 - 2. Maliciously destroy, alter, or make inaccessible information technology resources or information technology-based information or the integrity thereof.
 - 3. Compromise the security, rights, or privacy of the college, people, or their information technology resources.
 - 4. Transmit information which promotes personal political beliefs, violates college discrimination policies, or promotes unlawful activities.
 - 5. Represent the illegal copying of music, movies or other copyrighted material

through the use of peer-to-peer (P2P) file sharing programs.

6. Violate laws or other college policies and regulations.

Users who are uncertain about the propriety of a particular use should request an interpretation and approval in writing in advance from the Office of the Executive Director of Information Technology. Some issues may be referred to other administrative offices when appropriate.

IV. RESPONSIBILITY OF INFORMATION TECHNOLOGY DIVISION

The Information Technology Division is responsible for insuring that the college's computing resources are properly used and protected. The division makes every reasonable effort to maintain the integrity, security, and privacy of the resources and of users' electronic files, mail, records, and activities. Information Technology will employ asset-management tools for tracking hardware and software installations, or systems management tools for automated updates of enterprise software. Installation of unconfirmed software, the identification of a virus infection and/or other forms of account intrusion may trigger alarms that result in more extensive investigations by Information Technology staff to insure the integrity of our computing and network resources.

Questionable or inappropriate findings will be subject to college investigation and disciplinary processes.

V. COLLEGE AUTHORITY

When appropriate and with good reason, as set out in the college's electronic messaging policy, appropriate authorities (administrators, faculty, managers, auditors, etc.) may examine users' computer files, electronic mail, activities records, etc. Misuse or abuse of information technology resources may result in the immediate suspension of all information technology privileges and referral to appropriate authorities.

VI. PERSONAL USE OF THE INTERNET

A college employee or official may use college computers, network facilities and other equipment to access the Internet provided the use is limited and would not undermine public trust and confidence. Such use must not include any of the prohibited activities in section III above. The use may be occasional but must be brief in duration and must incur little or no cost to the college. The use must not interfere with the employee's official duties or disrupt other state employees. The use must not disrupt or distract from the conduct of college business and must not disrupt college customers. The use must not compromise the security or integrity of the state property, information, or software.

VII. SANCTIONS

State and federal laws prohibit unauthorized access to and use of computer systems, duplication of copyright materials and unauthorized release of confidential information. Such misuse may constitute violation of the criminal code and may also subject the individual and the college to civil action.

All customers of Edmonds Community College's information technology share the responsibility to use computing and network resources and facilities in an effective, efficient, ethical and lawful manner. At the same time, all customers are subject to sanctions whenever their behavior is inconsistent with these expectations. Sanctions range from loss of privileges, appropriate disciplinary action, or legal action and will take into consideration appropriate college policies, employee rules, and collective bargaining agreements for implementation of disciplinary action.

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