

Computer Resources, Internet and Network Use Policy

I. PURPOSE

Isothermal Community College strives to provide Computer Resources, Internet and Network access in an environment in which access is shared equitably among users.

This access is intended to be used in support of the College's research, educational and administrative purposes. College owned or operated computer resources are for the use of College employees, students and other authorized individuals. The purpose of this policy is to protect the College's technology users and computer resources and to ensure equitable access and proper management of these resources.

II. ACCEPTABLE AND UNACCEPTABLE USES

1. Acceptable Uses

The computer resources owned and operated by the College are intended for the use of its students, employees and other authorized individuals for purposes related to instruction, learning, research, and campus operations. Users are expected to exercise responsible, ethical behavior when using all College computer resources. This policy makes no attempt to articulate all required or prohibited behavior by users of the College's computer resources.

2. Unacceptable Activity

Unacceptable activity includes, but is not limited to, the following:

- a. Deliberately downloading, uploading, creating or transmitting computer viruses;
- b. Destroying or modifying directory structures or registries or interfering or tampering with another individual's data or files;
- c. Developing programs that infiltrate a computer or computing system, harass other users and/or damage software;
- d. Attempting to obtain unauthorized computer access or privileges or attempting to trespass in another individual's work;
- e. Using hardware or software sniffers to examine network traffic, except by appropriate College personnel, to diagnose the network for bottlenecks or other problems;
- f. Using another person's password or sharing of one's own password (users who choose to share their passwords are responsible for the outcomes resulting from the use of their password);
- g. Committing any form of vandalism on equipment, communications lines, manuals or software, or attempting to defeat or circumvent any security measures or controls;
- h. Consuming food and/or beverages in computer labs, computer classrooms, library or in any other areas restricted to protect systems;
- i. Wastefully using finite resources such as large amounts of bandwidth including but not limited to: downloading music, television shows, software programs, and/or movies.
- j. Connecting personal network devices on the Colleges wired network. Connecting unsanctioned products (software or hardware) to the College network or installing products for personal use. Special provisions may be made for visiting artists, lecturers, and trainers at the discretion of the Director of Information Technology. Information Technology support staff can offer

assistance in gaining network access under these special circumstances, but the College cannot guarantee functionality and assumes no responsibility for configuration of or damage to non-college equipment;

- k. Using chat rooms, instant messaging, or social networking websites other than in support of the research, educational and administrative purposes of the College;
- l. Sending hate mail, chain letters and anonymous or pseudonymous messages;
- m. Using, distributing or making accessible profane, obscene, pornographic or discriminatory images or remarks or other content which reasonably may be considered to be offensive to another user or participating in other antisocial behaviors;
- n. Using computer resources for political campaigns or distribution of political material;
- o. Using computer resources for fraud, financial gain or for any commercial or illegal activity;
- p. Disclosing student information in violation of the provisions of the Family Educational Rights and Privacy Act of 1974; and
- q. Violating copyright laws and/or fair use provisions through: 1) illegal peer-to-peer file trafficking by downloading or uploading pirated or illegal material including, but not limited to, software and music files; and 2) reproducing or disseminating Internet materials, except as permitted by law or by written agreement with the owner of the copyright.
- r. Using the college's data information systems off campus without appropriate authorization.

III. RESERVATION OF RIGHTS AND LIMITS OF LIABILITY

1. The College reserves all rights in the use and operation of its computer resources, including the right to monitor and inspect computerized files or to terminate service at any time and for any reason without notice
2. The College makes no guarantees or representations, either explicit or implied, that user files and/or accounts are private and secure. No right of privacy exists in regard to email or Internet sessions.
3. The College is not responsible for the accuracy, content or quality of information obtained through or stored on the College network.
4. The College and its representatives are not liable for any damages and/or losses associated with the use of any of its computer resources or services.
5. The College reserves the right to limit the allocation of computer resources.
6. The College makes efforts to maintain computer resources in good working condition but is not liable for damages incurred by loss of service.
7. College funds may not be used to purchase personal network access or products.
8. The College shall not be liable legally, financially or otherwise for the actions of anyone using the Internet through the College's network or College's computers.

IV. WIRELESS INTERNET ACCESS

The College provides free wireless Internet access through a guest account (the only wireless access allowed for students and guests). Users of wireless access must abide by the Wireless Internet Access Guidelines and this Policy. Connection to the wireless network at any given time is not guaranteed. The College does not accept liability for

any personal equipment that is brought to the College and, therefore, will not assist with configuration, installation, trouble shooting or support of any personal equipment.

V. ELECTRONIC MAIL

The College provides free e-mail accounts to certain College personnel based on job responsibilities, as determined by the employee's appropriate Vice President, and to all students who are enrolled in a curriculum program. The use of College-provided e-mail accounts must be related to College business, including academic pursuits. Incidental and occasional personal use of these accounts is acceptable when such use does not generate a direct cost to the College or otherwise violate the provisions within this policy.

The College will make reasonable efforts to maintain the integrity and effective operation of its electronic mail systems, but users are advised that those systems should in no way be regarded as a secure medium for the communication of sensitive or confidential information. Because of the nature and technology of electronic communication, the College cannot assure the privacy of an individual's use of the College's electronic mail resources or the confidentiality of particular messages that may be created, transmitted, received or stored.

The College does not monitor electronic mail routinely but may do so to the extent permitted by law as the College deems necessary. Students and employees should not have any expectation of privacy with their electronic e-mail address provided by the College. Any user of the College's computer resources who makes use of an encryption device shall provide access when requested to do so by the appropriate College authority. The College reserves the right to access and disclose the contents of employees', students' and other users' electronic mail without the consent of the user. The College will do so when it believes it has a legitimate business need including, but not limited to, the following:

1. In the course of an investigation triggered by indications of misconduct or misuse;
2. As needed to protect health and safety of students, employees or the community at large;
3. As needed to prevent interference with the academic mission of the College;
4. As needed to locate substantive information required for College business that is not more readily available;
5. As needed to respond to legal actions; and
6. As needed to fulfill the College's obligations to third parties.

Electronic mail, including that of students, may constitute "educational records" as defined in the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99). See Student Records Policy. (Appendix B Student Handbook or [Policy 602-02-07AP](#))

North Carolina law provides that communications of College personnel that are sent by electronic mail may constitute "correspondence" and, therefore, may be considered public records subject to public inspection under the North Carolina General Statutes, Chapters 121 and 132.

Electronic files, including electronic mail, that are considered to be public records are to be retained, archived and/or disposed of in accordance with current guidelines

established by the North Carolina Department of Cultural Resources or otherwise required by College policy.

VI. ANCILLARY EXTERNAL WEBSITES AND PAGES

Any ancillary external websites and/or pages set up by an employee or student with the intent to represent the College or any of its organizations or entities must have prior approval by the Director of Marketing and Community Relations. This excludes instructional sites or pages like those hosted on Moodle. It does include externally hosted blogs and social-networking pages. If requested, administrative access to the sites or pages must be given to the Director of Marketing and Community Relations for the purpose of ensuring compliance with College policy and guidelines.

VII. PRIVATE EMPLOYEE WEBSITES

When creating or posting material to a webpage or other Internet site apart from the College's website or approved ancillary external site or page, employees should remember that the content may be viewed by anyone including community members, students and parents.

Employees are to maintain an appropriate relationship with students at all times. Having a public personal website or online networking profile or allowing access to a private website or private online networking profile is considered a form of direct communications with students. Any employee found to have created and/or posted inappropriate content on a website or profile that has a negative impact on the employee's ability to perform his/her job as it relates to working with students and the community will be subject to disciplinary action up to and including dismissal.

VIII. VIOLATIONS OF COLLEGE COMPUTER POLICIES AND GUIDELINES

Each individual is ultimately responsible for his/her own actions. Failure to exercise responsible, ethical behavior will result in disciplinary action up to and including dismissal.

Certain activities violate Federal and/or NC State laws governing use of computer systems and may be classified as misdemeanors or felonies. Those convicted could face fines and/or imprisonment.

IX. COMPUTER RESOURCES, INTERNET AND NETWORK USE AGREEMENT

As a user of Isothermal Community College's computers, networks and/or other resources I understand I must comply with the above policy, the Wireless Internet Access Guidelines, any other policies and documents that may apply, and any amendments made of this policy or documents in the future.

Policy Number: 306-02-01BP

Adopted: June 29, 2010

Amended: January 15, 2015

[Computer Agreement Form](#)

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