

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

INFORMATION TECHNOLOGY
Policy No. 15-01
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Effective December 1, 2007

- (A) This policy applies to all users of college computing resources, whether affiliated with the college or not, and to all uses of those resources, whether on campus or from remote locations, including dial-up sessions. Additional policies may apply to specific computers, computer systems, or networks provided or operated by specific units of the college. All sections of this policy also apply to college publications on the Internet.
- (B) As a part of the educational, physical, and social learning infrastructure, Columbus State Community College acquires, develops, and maintains computers, computer systems, and networks. The computing resources are intended for college-related purposes, including direct and indirect support of the college's instruction, research, and service missions; of college administrative functions; of student and campus life activities; and of the free exchange of ideas among members of the college community and between the college community and the wider local, national, and world communities.
- (C) The rights of academic freedom and freedom of expression apply to the use of college computing resources. So, too, however, do the responsibilities and limitations associated with those rights. The use of college computing resources, like the use of any other college-provided resource and like any other college-related activity, is subject to the normal requirements of legal and ethical behavior within the college community. Thus, legitimate use of a computer, computer system, or network does not extend to whatever is technically possible. Although some limitations are built into computer operating systems and networks, those limitations are not the sole restrictions on what is permissible. Users must abide by all applicable restrictions, whether or not they are built into the operating system or network and whether or not they can be circumvented by technical means.
- (D) The Internet provides access to a wide range of information and expands educational resources well beyond traditional collections. Not all sources on the Internet contain information that is accurate, complete, current, legal, safe, or secure. Columbus State Community College does not necessarily endorse the viewpoints nor vouch for the accuracy of information accessed through the Internet and cannot be held responsible for its content. Some resources and destinations accessed through the Internet may contain information that some people may find offensive or objectionable in nature or content. Internet users access sites at their own risk. Workstations are in open labs and offices, and images on the screen may inadvertently be viewed by a wide audience. Columbus State is not responsible for the information accessed by anyone at their workstations.
- (E) Columbus State Community College views Information Technology services and associated

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equipment as an integral part of the learning process and individual development, and realizes the key role technology plays in students' success. Therefore, priority to access and resource use is given to academic and college-related work. Accordingly, the college will strive to provide the access necessary to accomplish such work. Resources used for general interest that relate to educational material and learning is encouraged, but priority will be given to course-related usage.

- (F) All users of college computing resources must:
- (1) Comply with all federal, state, and other applicable laws; all generally applicable college rules and policies; and all applicable contracts and licenses. Examples of such laws, rules, policies, contracts, and licenses include, but are not limited to, the laws of libel, privacy, copyright, trademark, obscenity, and child pornography; the Electronic Communications Privacy Act and the Computer Fraud and Abuse Act, which prohibit "hacking", "cracking", and similar activities; the college's code of student conduct; the college's sexual harassment policy; and all applicable software licenses. Users who engage in electronic communications with persons in other states or countries or on other systems or networks should be aware that they may also be subject to the laws of those other states and countries and the rules and policies of those other systems and networks. Users are responsible for ascertaining, understanding, and complying with the laws, rules, policies, contracts, and licenses applicable to their particular uses.
 - (2) Use only those computing resources that they are authorized to use and only in the manner and to the extent authorized. Ability to access computing resources does not, by itself, imply authorization to do so. Users are responsible for ascertaining what authorizations are necessary and for obtaining them before proceeding. Accounts and passwords may not, under any circumstances, be shared with, or used by, persons other than those to whom they have been assigned by the college.
 - (3) Respect the privacy of other users and their accounts, regardless of whether those accounts are securely protected. Again, ability to access other persons' accounts does not, by itself, imply authorization to do so. Users are responsible for ascertaining what authorizations are necessary and for obtaining them before proceeding.
 - (4) Respect the finite capacity of those resources and limit use so as not to consume an

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unreasonable amount of those resources or to interfere unreasonably with the activity of other users. The college may require users to limit or refrain from specific uses in accordance with this principle or for other reasons.

- (5) Not use those resources for personal financial gain or commercial purposes which is strictly prohibited. Personal, non-commercial, use of college computing resources is permitted when it does not consume a significant amount of these resources, does not interfere with the performance of the user's job or other college responsibilities, and is otherwise in compliance with this policy. The college may limit personal use if needed.
- (6) Refrain from stating or implying that they speak on behalf of the college and from using college trademarks and logos without authorization to do so. Affiliation with the college does not, by itself, imply authorization to speak on behalf of the college.
- (G) Users who violate this policy may be denied access to college computing resources and may be subjected to other penalties and disciplinary action, both within and outside of the college. Violations will normally be handled through the college disciplinary procedures applicable to the relevant user. For example, alleged violations by students will normally be investigated, and any penalties or other discipline will normally be imposed, by the Dean of Student Life. However, the college may temporarily suspend or block access to an account, prior to the initiation or completion of such procedures, when it reasonably appears necessary to do so in order to protect the integrity, security, or functionality of college or other computing resources or to protect the college from liability. The college may also refer suspected violations of applicable law to appropriate law enforcement agencies.
- (H) The college employs various measures to protect the security of its computing resources and of its users' accounts. Users should be aware, however, that the college cannot guarantee such security. Users should therefore engage in safe and responsible computing practices by establishing appropriate access restrictions for their accounts, guarding their passwords, and changing them regularly.
- (I) Users should have no expectation of privacy when utilizing the college computer resources.

While the college does not routinely monitor individual usage of its computing resources, the normal operation and maintenance of the college's computing resources require the backup

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and caching of data and communications, the logging of activity, the monitoring of general usage patterns, and other such activities that are necessary to provide service. The college may also specifically monitor the activity and accounts of individual users of college computing resources, including individual login sessions and communications, without notice, when:

- (1) It reasonably appears necessary to do so to protect the integrity, security, or functionality of college or other computing resources or to protect the college from liability.
 - (2) There is reasonable cause to believe that the user has violated, or is violating, this policy.
 - (3) An account appears to be engaged in unusual or unusually excessive activity, as indicated by the monitoring of general activity and usage patterns.
 - (4) It is otherwise required or permitted by law.
- (J) Any such individual monitoring, other than that required by law, or necessary to respond to perceived emergency situations, must be authorized in writing and in advance by the President or his/her designee. Every effort will be made to keep those records private, unless disclosure is required by law. The college, at its discretion, may disclose the results of any such general or individual monitoring, including the contents and records of individual communications, to appropriate college personnel or law enforcement agencies and may use those results in appropriate college disciplinary proceedings. Communications made by means of college computing resources are also generally subject to Ohio's Public Records Statute, Ohio Public Record Act. O.R.C. 149.43 et seq., to the same extent as they would be if made on paper. At the termination of an individual investigative or monitoring process, both internally and externally of the college, the individual within the college who has been monitored will be notified of the monitoring activity, unless the college is legally restricted from doing so.
- (K) Columbus State Community College's World Wide Web pages are considered official college publications as well as campuswide information sources. As with printed publications, information regarding the college must be approved by the appropriate

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manager prior to being published on the college's home page.

- (L) Administrative and academic units of the college are encouraged to develop individual home pages as part of the college's presence on the World Wide Web. Official college pages will be linked to appropriate, previously created, categories within the Columbus State home page.
- (M) This policy establishes a collegewide information security program. This program develops and maintains standards and guidelines for the protection of information in compliance with all applicable laws and regulations.
- (N) The President shall establish procedures to implement this policy.

Last Effective Date: April 15, 1999