



ADMINISTRATIVE PROCEDURE

**ADMINISTRATIVE PROCEDURE NO: AP 348
RELATED TO POLICY NO. 348**

TITLE: INFORMATION TECHNOLOGY ACCEPTABLE USE PROCEDURES

- A. Accept responsibility for learning how to use information technology.
 - 1. Access to the Internet and other resources may be limited to those demonstrating an appropriate skill level. UCC provides instruction on proper use and care of equipment and resources. These resources should be utilized.
 - 2. Each user is responsible for checking any software he/she introduces to any computer or the college network for computer viruses. If a user introduces a virus because he/she did not follow standard checking procedures, his/her access to information technology resources may be restricted or suspended.
 - 3. All information technology resources and computer equipment are the property of the college. It is the user's responsibility to learn the proper use and care of all equipment.
- B. Accept responsibility for storage and backup of your own work.
 - 1. Each user should learn how to use backup software to maintain the integrity of what they create, make backup copies of important work and learn and properly use software features for securing or sharing access to their information.
 - 2. Accept limitations or restrictions on computing resources, such as storage space, time limits or amount of resources consumed, when so instructed by the college.
- C. Abide by all security provisions, limitations guidelines.
 - 1. Distributing or making your password or another person's password or access code available to unauthorized persons or otherwise attempting to evade, disable or "crack" password(s) or other security provisions or assisting others in doing so threatens the work, privacy and well-being of others and is prohibited
 - 2. Invasion of privacy will be subject all state and federal laws.
 - 3. All electronic mail is public record (ORS 192) and are considered for college record. It is subject to inspection and disclosure along with scheduled retention for backup purposes.
 - 4. Refer to ORS Title 16 164.377 (<http://www.leg.state.or.us/ors/164.html>) for details on computer crime.
 - 5. Software licensed by the college must only be used in accordance with the applicable license agreement(s). Refer to UCC policy 306.
 - 6. A user may, subject to college policies and authorization, upload software files or otherwise distribute to on-line networks only information, software, photographs, videos, graphics, music, sounds and other material (collectively "content") not subject to any copyright, trademark, trade secrets or other proprietary rights of others, or content in which the author has given express written authorization for on-line distribution. Any copyrighted content submitted, used, copied or distributed with the consent of the copyright owner should contain a phrase such as "Copyright owned by [name of owner]; used by permission." Unauthorized

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transmission of copyrighted or other proprietary content is prohibited. Refer to UCC policy 305.

7. Users may have an expectation that the contents of what they write or otherwise create, store and send be seen only by those to whom they intend or give permission to view; however, the security of electronic information on shared systems and networks is approximately that of paper documents in an unsealed or sealed envelope, generally respected, but breachable by someone determined to do so.
- D. Observe proper on-line etiquette and avoidance of invasion of privacy.
1. Invasion of privacy will be subject to all state and federal laws.
 2. Communication under a false name or designation or a name or designation which the user is not authorized to use, including instances in conjunction with representing that the user is somehow acting on behalf of or under the auspices of Umpqua Community College is prohibited.
 3. On-line networks shall be used only as permitted by the College, only in accordance with applicable college policies and only for lawful purposes. Any conduct that in the College's discretion restricts or inhibits others from using an on-line network or violates college policies or applicable law is not permitted.
 4. Users are prohibited from posting on or transmitting through any on-line network, any unlawful, harmful, threatening, abusive, harassing, defamatory, vulgar, obscene, profane, hateful, racially or ethnically demeaning or threatening or otherwise objectionable material of any kind, including without limitation, any material which encourages conduct that would constitute a criminal offense, give rise to civil liability or otherwise violate any applicable law or College policies.
 5. Transmission of chain letters and pyramid schemes of any kind are prohibited. Use of any on-line network to send unsolicited advertising, promotional material or other forms of solicitation to others is prohibited, except as permitted by law and when not prohibited by College policies.
 6. Downloading and/or manipulation of, or the creation, sending or forwarding of messages of other content which pertain to or act on behalf of organizations not part of the mission of UCC (such as religious groups, fraternal, political, private or athletic organizations, etc.) is prohibited. The College reserves the right to restrict and/or interrupt communications through or by use of any College computers or information technology services, which the College believes to be harmful to the college or to others.
- E. Prohibitions.
1. Using any UCC information technology for any illegal or nationally threatening purpose is prohibited.
 2. Communication under a false name or designation or a name or designation which the user is not authorized to use, including instances in conjunction with representing that the user is somehow acting on behalf of or under the auspices of Umpqua Community College is prohibited.
 3. Use of computer systems to interfere with the work of employees or students, to disrupt the normal operation of the college is prohibited.
 4. Any use of UCC's information technology resources in any manner that can cause undue stress, is hostile or threatening school or work environment for other students or employees if considered harassment and is prohibited. UCC will be the arbiter of what constitutes proper conduct. Issues concerning harassment should be brought to the attention of the College Affirmative Action Officer.
 5. Intentional transmission, storage, printing or display of unwanted messages, information, and/or electronic images in any form is prohibited and subject to all state and federal laws. This includes but not limited to pornography.

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6. In some cases all or parts of the above that are deemed so may result in expulsion, dismissal and/or punishable by law.

DATE OF ADOPTION:

DATE(S) OF REVISION(S): 5/12/11 by Board

DATE OF LAST REVIEW: