

Board of Education Series—1000

USE OF COLLEGE NETWORK, TECHNOLOGY, COMMUNICATIONS RESOURCES

Chemeketa Community College provides its students and employees wide access to information resources and technologies. The college recognizes that making technological resources more accessible furthers the free exchange of opinions and ideas essential to academic freedom.

Technological resources are shared by many users; the misuse of these resources infringes upon the rights of others. As Chemeketa is a public institution it has a higher obligation to ensure the proper use of those resources. All users are required to observe state, federal, and other legal regulations (e.g. FERPA, etc).

1. General

a. Privacy

Use of college-owned technology resources constitutes consent to network monitoring and, although monitoring is not continuous, users should always assume that their communication on college resources is not private.

Information on college resources may be monitored, intercepted, recorded, read, copied, or captured in any manner and disclosed in any manner by authorized parties to the extent allowed by state and federal law. Therefore, the college does not guarantee the privacy of any information or communications transmitted over its network, technology, or communications resources. This includes, but is not limited to, email and social media, whether work related or personal. All electronic communications are subject to state and federal public records laws.

b. Destructive Activity

Deliberate attempts to degrade or disrupt college systems or networks will be considered by the college to be criminal activities under applicable laws.

c. Respectful Communication

All electronic communication is expected to comply with college policies regarding respectful treatment of others.

d. Employees working in special circumstances

In circumstances where Chemeketa employees perform work funded under a grant or agreement with an outside organization, the funding organization's policies, procedures and written expectations around use of technology must also be followed. When the policies, etc. differ the more restrictive provisions apply.

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2. Employee use of network, technology, and communications resources

a. Confidential Information

Employees are required to follow established college processes and guidelines when accessing and protecting confidential information.

b. Copyright law

Employees are prohibited from using college resources to violate any copyright laws that apply to protected commercial software, ownership of information, and intellectual property rights. Intellectual property may include digital image, song, video and other copyrighted electronic media.

c. Acceptable Use

Below are examples of acceptable uses of college resources for employees and are designed to provide guidance. Activities should be related to college business. If an employee is unsure of the acceptability of a particular use, he/she should consult with his/her supervisor.

1. Incidental personal use of college technology is acceptable. However, supervisors have the right to limit personal use of college technology. In allowing this incidental use, no expectation of privacy is conveyed, directly or implied, to the employee.
2. Research and communication related to teaching of college classes.
3. Communication and exchange of information for professional development, professional activities, and work-related associations.
4. Research and development of work-related activities, services, or products.

d. Unacceptable Use

Below are examples of unacceptable uses of college resources for employees and are designed to provide guidance. If an employee is unsure of the acceptability of a particular use, he/she should consult with his/her supervisor.

1. Personal use that is more than incidental.
2. Conducting any non-work related activities or unsolicited advertising (spamming) for personal, political, or financial gain.
3. Using college technology to store, process or transmit credit card information outside of authorized and approved systems
4. Viewing or downloading pornography except research and communication related to teaching of college classes.
5. Unauthorized access or allowing unauthorized access to resources or systems of the college or another entity, including the downloading or storing of hacking tools.

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6. Using college property to harass another individual or group in violation of other college policies.
7. Intentionally introducing computer malware.
8. Altering or destroying college computer-based information, systems, or resources.

3. Students, Vendors and Members of the General Public Use of College Technology

Students, vendors, and members of the general public using college technology resources are prohibited from the following:

- a. Unauthorized access to resources or systems of the college or another entity, including the downloading or storing of hacking tools.
- b. Duplicating software in violation of copyright laws, including downloading and/or distributing pirated software. This includes digital image, song, video and other copyrighted electronic media.
- c. Breaching security or providing information that could allow unauthorized access to the college network or to college data.
- d. Intentionally introducing computer malware.
- e. Altering or destroying college computer-based information, systems, or resources.
- f. Using college technology to violate other college policies.

4. Sanctions

Any employee engaging in behavior prohibited by this policy is subject to discipline that may include termination, subject to any association contract and legal sanctions under both state and federal law.

Any student engaging in behavior prohibited by this policy, as it applies to students, shall be subject to discipline as set forth in Chemeketa's Student's Rights and Responsibilities and legal sanctions under both state and federal law.

Any vendor engaging in behavior prohibited by this policy may have their contract canceled for violation of college policy under the terms and conditions of their contract.

Any member of the general public engaging in behavior prohibited by this policy, as it applies to the general public, may be denied access to college property (trespassed) and may be subject to legal sanctions under both state and federal law.

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5. Basis for Determining Violation of Policy

Determination of violations of this policy will be made by the college and will be based on applicable legal standards and relevant college guidelines.

6. Retaliation

Retaliation against any person for making a complaint or for providing information concerning a complaint is prohibited. Acts of retaliation may result in a sanction as outlined in the sanction portion of this policy.

December 18, 1996

Adopted College Board of Education

January 17, 2001; September 21, 2011; May 20, 2015

Revised College Board of Education