

## Appendix II



### Chapter Four: Business Services and Operations

#### **COMPUTER AND NETWORK USAGE POLICY**

**BP 4340**

*(CCLC BP 3720)*

It is the policy of the Cabrillo Community College District that use of computing and networking resources at Cabrillo College is primarily for purposes related to the institution's mission of education and public service. All users of the network and computer resources have a responsibility not to compromise computer and network function and to respect the rights of others.

Users of College information resources must respect copyrights and licenses, respect the integrity of computer-based information resources, refrain from seeking to gain unauthorized access, respect the rights of other computer users, and respect existing laws regarding the use of college resources for political, personal and commercial use.

The confidentiality of electronic resources cannot be assured, but the College recognizes that employees have a substantial interest in privacy. Such confidentiality may be compromised by applicability of law or administrative regulation supporting this policy, by unintended redistribution, or because of inadequacy of current technologies to protect against unauthorized access. Computer and network use policies at this institution supplement but do not replace existing state and federal laws and regulations regarding use of electronic resources.

*References: CA Education Code Section 70902; 17 US Code (USC) Section 101 et seq.; CA Penal Code Section 502, CA. Const., Art. 1 Section 1; Government Code Section 3543.1(b)*

Adopted: June 14, 2010



## **Chapter Four: Business Services and Operations**

### **COMPUTER AND NETWORK USAGE**

**AR 4340**

*(League AP 3720)*

#### **I. SCOPE AND APPLICABILITY**

##### **A. College System**

The Cabrillo College Computer and Network systems are the sole property of Cabrillo College. They may not be used by any person without the proper authorization of the College, and they are to be used primarily for College business and educational purposes.

##### **B. Applicability**

This regulation is applicable to all College students, faculty and staff and to others using Cabrillo College information resources. Users who are accessing Cabrillo College electronic communication resources from off-campus sites are responsible for obeying the regulation. This regulation refers to all College electronic information resources whether individually controlled or shared, stand-alone or networked. It applies to all computer and computer communication facilities owned, leased, operated, or contracted by the College. This includes phones, printers, desktop computers or network resources and software, regardless of whether used for administration, research, teaching or other purposes.

##### **C. Conditions of Use**

Individual departments within the College may define additional conditions of use for information resources under their control in collaboration with the IT Department. These statements must be consistent with this overall regulation but may provide additional detail guidelines and/or restrictions.

##### **D. Enforcement of Policy**

This regulation exists within the framework of the College Board of Trustees' policies and State and Federal laws. A user of College information resources who is found to have violated any of these policies may be subject to disciplinary action including but not limited to loss of information resources privileges; disciplinary suspension or termination from employment or expulsion; and/or civil or criminal legal action.

#### **II. POLICIES**

##### **A. Copyrights and licenses**

Computer users must respect copyrights and licenses to software and other online information.

- (1) Copying - Software protected by copyright may not be copied except as expressly permitted by the owner of the copyright or otherwise permitted by copyright law. Protected software may not be copied into, from, or by any College facility or system, except pursuant to a valid license or as otherwise permitted by copyright law.
- (2) Number of Simultaneous Users - The number and distribution of copies must be handled in such a way that the number of simultaneous users does not exceed the

number of original copies purchased unless otherwise stipulated in the purchase contract.

- (3) Copyrights - In addition to software all other copyrighted information (text, images, icons, programs, audio, video, etc.) retrieved from computer, network Internet or other resources must be used in conformance with applicable copyright, the Teach Act, and other law. Copied material must be properly attributed.
- (4) Plagiarism of computer information is prohibited in the same way that plagiarism of any other protected work is prohibited.

## **B. Integrity of Information Resources**

Computer users must respect the integrity of computer-based information resources.

- (1) Modification or Removal of Equipment - Computer users must not attempt to modify or remove computer equipment, software, or peripherals that are owned or housed by Cabrillo College without authorization from systems administrators (Information Technology or department administrator) at Cabrillo College.
- (2) Unauthorized Use - Computer users must not interfere with others' access and use of College computers. This may include, but is not limited to: printing excess copies of documents, files, data, or programs, deliberately running programs that intentionally damage or slow down the college network; unauthorized modification of operating systems, or applications; attempting to crash a College computer or network; and damaging or vandalizing College computing facilities, equipment, software or computer files.
- (3) Unauthorized Programs - Computer users must not intentionally develop or use programs which disrupt other computer users or which access private or restricted areas or which damage the software or hardware components of the system. Computer users must not use programs or utilities which interfere with other computer users or which modify normally protected or restricted areas of the system or user accounts.

## **C. Unauthorized Access**

Computer users must not seek to gain unauthorized access to information resources and must not assist any other persons to gain unauthorized access.

- (1) Abuse of Computing Privileges - When using College information resources, users must not access computers, computer software, computer data or information, or networks without proper authorization, or intentionally enable others to do so, regardless of whether the computer, software, data, information, or network in question is owned by the College. For example, abuse of the networks to which the College belongs or the computers at other sites connected to those networks will be treated as an abuse of College computing privileges.
- (2) Reporting Problems - Any irregularities discovered in user accounts or system security must be reported promptly to one of the Information Technology Managers so that steps can be taken to investigate and solve the problem.
- (3) Password Protection - Cabrillo computer users with password-protected accounts may not disclose the password or otherwise make the account available to others without

permission of the user's supervising administrator and notification to one of the Information Technology Managers.

- (4) System Security – Screening of system-wide incoming electronic information solely for the purpose of system security, i.e., virus protection, may be performed as needed.

#### **D. Usage**

Computer users must respect the rights of other computer users and adhere to all applicable laws.

- (1) Messages and Images - Users may not use College electronic communication facilities to send or intentionally access fraudulent, harassing, obscene, or threatening messages that are a violation of applicable federal, or state or other law. College policies or which constitute prohibit the unauthorized release of confidential information.
- (2) Information Belonging to Others – Users must not intentionally seek or provide information on, obtain copies of, or modify data files, programs, or passwords belonging to other users, without the permission of those other users.
- (3) Rights of Individuals – Users must not release any individual's (student, faculty, and staff) personal electronic information to anyone without appropriate authorization.
- (4) User identification – Users of College information resources shall not send communications or messages anonymously or without accurately identifying the user's originating account or station.

#### **E. Political, Personal and Commercial Use**

The College is a non-profit tax-exempt organization and, as such, is subject to specific federal, state and local laws regarding sources of income, political activities, use of public property and similar matters.

- (1) Political Use - College information resources must not be used for support of partisan political activities where prohibited by federal or state laws.
- (2) Personal Use - College electronic resources may be used for incidental personal purposes provided that, in addition to the foregoing constraints and conditions, such use does not:
  - (i) Directly or indirectly interfere with the College operation of computing facilities or electronic mail services;
  - (ii) Burden the College with noticeable incremental cost; or
  - (iii) Interfere with the email user's employment or other obligations to the College.
- (3) Commercial Use - College information resources should not be used for non-college commercial purposes.

#### **F. Nondiscrimination**

All users have the right to be free from any conduct connected with the use of Cabrillo College network and computer resources, which discriminates against any person on the basis of race, color, national origin, gender, sexual orientation, age, religion, or disability.

#### **G. Information Regarding Access and Disclosure**

Cabrillo College recognizes that employees have a substantial interest in, and reasonable expectations of, privacy with regard to the electronic mail messages they send or receive,

even when those messages involve only college business, and the electronic information resources used are in the course of their employment.

Users of the Information Technology at Cabrillo College must be aware of possible unintended communications disclosure. In many cases, information entered on or transmitted via computer and communications systems may be retrieved, even if a user has deleted such information.

- (1) Cabrillo College reserves the right to access and disclose the contents of employee electronic information resources, but will do so only when it has a legal need to do so. Cabrillo College will not monitor electronic mail messages. However, Cabrillo College reserves the right to disclose any electronic mail message and/or other electronic information as required by law.

In the event of an emergency, such as a serious illness or injury, it may be determined by the supervising administrator that access to an employee's electronic information resources is necessary to conduct College business. The supervising administrator will make every effort to obtain the employee's permission to access the electronic information. If this determination is made and the College cannot obtain the employee's consent, at least two administrators/managers must review and approve this access. Any access undertaken without such approval is a breach of Cabrillo College policy for which employees will be disciplined.

An employee is prohibited from violating the privacy of others, i.e., electronic snooping.

- (2) Incoming electronic mail that has been "malformed" and/or corrupted in transmission that cannot be delivered by the system may be opened by the mail administrator (a designated staff person in Information Technology). The mail administrator will attempt to identify the intended recipient, cause the mail to be delivered, and notify the recipient that the message had to be opened for delivery.

*References: 17 US Code (USC) Section 101 et seq.; CA Penal Code Section 502, CA. Const., Art. 1 Section 1; Government Code Section 3543.1(b), Federal Rules of Civil Procedure, Rules 16, 26, 33, 34, 37, 45*

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