9.1 COMPUTER, NETWORK, EMAIL, AND INTERNET POLICY, MISSION, RIGHTS AND RESPONSIBILITIES

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Definition of College Computing System

"College computing systems" refers to all computers owned or operated by the College and includes, but is not limited to, hardware, software, data, and communication networks associated with these systems. These systems range from multi-user systems to single-user terminals and personal computers, whether free standing or connected to networks. The College owns and operates the computer systems, facilities, and accounts and reserves all rights, including termination of service without notice.

Mission

Delaware County Community College promotes computer literacy throughout all disciplines, programs, and services. The College supports responsible access to computers, networks, and information resources.

Rights and Responsibilities

The purpose of computing systems at Delaware County Community College is to support the educational mission of the College in accordance with college policies and in a manner conducive to the overall academic climate.

Access to the computing systems is a privilege. Computer users must respect the rights of others and the integrity of the computing systems and related resources. Users must observe all relevant laws, regulations, and contractual obligations. Use of the College's network to access, copy, or transmit obscene and/or pornographic material is not permitted. In addition, users must follow all the requirements of College policies, regulations, and procedures. Special terms and conditions for the usage of specific electronic services may be established by the College. Users must agree to these terms and conditions in order to use these electronic services.

DCCC users may access other organizations' computing and network facilities via the Delaware County Community College network. When accessing remote resources, college users must obey both the policies set forth in this document and the policies of the other organizations. In order to perform particular job responsibilities, college employees may be given password access to specific college databases. Information obtained from these databases is not to be shared except in support of job responsibilities.

College employees and other individuals with access to student or personnel records are required by law and/or College policy to protect the confidentiality of such information. (N.B. The confidentiality of student records is protected by the requirements of the Family Education Rights and Privacy Act.)

1. General: Users of computers and the computer network at Delaware County Community College are expected to follow rules of civil conduct as reflected in the College's policies, student code of conduct, and faculty contract.

- Users may enter the College's computer systems only through their authorized DCCC account. Account passwords may not be shared.
- DCCC computing systems are to be used by College employees for College related business. Using DCCC computing systems for personal profit or for organizations or functions not affiliated with the College is prohibited.
- Users must not obstruct the operations of the DCCC computing system. Inappropriate use of computer resources and hindering access by other users is prohibited.
- Users must respect the privacy of others by refraining from inspecting, broadcasting, or modifying personal data files without consent.
- Users must check all imported programs and files for viruses before use.
- In order to maintain system performance and security, computer activity will be monitored by authorized individuals. If individuals are suspected of abusing computers or the system, the contents of user files may also be inspected.
- DCCC computers and the computer network may not be used:
  - To make statements that may injure another person.
  - As a means of unauthorized access to computing accounts or systems inside or outside the College systems.
  - To use or create invasive software.
  - To access, copy, or transmit obscene or pornographic material.

2. Copyright: Users must observe all pertinent copyright laws when copying or downloading software programs or files.

- Software programs must not be copied or downloaded without proper licensing or copyright agreements.
- Users must observe copyright restrictions when copying and distributing document files.

3. Email: The College's email system is College property and is to be used for legitimate academic and administrative business

- Using the email system for solicitation, personal profit, political purposes, harassment, or sending anonymous messages is prohibited.
- Employees have no personal privacy rights in any materials created, received, or sent through the College's email system.
- The College reserves the right to monitor and access information anywhere on the College-owned computing system, including the email system.

While the College does not routinely inspect or monitor electronic mail, messages on College provided email servers are subject to institutional scrutiny when authorized by College officials as follows:

- To meet system administration/troubleshooting needs.
- To meet institutional needs.
- To meet external legal requirements.

Examination of messages to meet institutional needs or legal requirements will be performed by an email system administrator in

conjunction with the Chief Information Officer, the Director of Safety & Security, and/or DCCC Legal Counsel.

Student Email: Google Apps is offered by Google in conjunction with Delaware County Community College (DCCC) primarily for use by students. As administrator of this service, DCCC may have access to your account information including your email. Specifically, DCCC may:

- View statistics regarding your account, such as information concerning your last login or data storage usage.
- Change your account password, suspend, or terminate your account access and your ability to modify your account.
- Access or retain information stored as part of your account, including your email, contacts, and other information.
- Receive account information in order to satisfy applicable law, regulation, legal process, or enforceable governmental request.

4. Home Pages: Home pages will be added to the College servers with the permission of the executive staff or their designee. Procedures to be followed are outlined in the College's website guidelines.

5. Confidential Data: In order to perform specific job responsibilities, College employees may be given access to confidential College data.

- Information from this data is not to be shared except in support of job responsibilities and then only with appropriate users of this information.
- College employees and other individuals with access to student or personnel records are required to protect the confidentiality of such information according to both College policies and legislation currently in effect.
- College employees with access to student records must act in accordance with the Family Education Rights and Privacy Act, known as the Buckley Amendment.
    - A student must give written permission to allow the College to share his/her records or class performance with anyone outside the educational system.
    - The student must give written permission to the College to release transcript and attendance records.
    - Inquiries from law enforcement authorities should be referred to the Director of Safety and Security.
    - Employees should clear the computer screen of a student's record immediately following use.
- Unlawful use or selling of student, personnel, and/or institutional information is a serious offense and may result in disciplinary action up to and including dismissal.

6. Enforcement: Violations of the College policy on computer use constitute those activities specifically prohibited in the Delaware County Community College Computer, Network, Email, and Internet Policy approved by the Board of Trustees, May 15, 1996, and in these regulations:

- Inadvertent misuse of the College's computing systems, for example unintentional overload of systems or excessive disk consumption, will be handled by procedures of the College's academic or administrative computing services.
    - Violations by students will be reported to the Dean of Learning Support Services and Provost for review and resolution according to the procedures of the Student Code of Conduct as stated in the DCCC student handbook.
    - Violations by staff will be reported to the Vice President for Administration and Treasurer, the staff member's supervisor, and to the Vice President of Human Resources for review and resolution in accordance with the College's personnel policies.
    - Violations by the general public will be reported to the Vice President for Administration and Treasurer for review and resolution. Penalty for violation may range from prohibition of access to DCCC's facilities to the notification of law enforcement authorities.
- Account privileges of staff, students, and other users may be suspended while a reported violation is under review.
- It is the responsibility of every individual user to report any known violations of the above procedures to the Vice President for Administration and Treasurer.