

# Information Technology Acceptable Use Policy

## In General

Cumberland County College provides numerous information technology resources for use by the College community—faculty, staff, and students—to support its educational mission. The use of these resources must be consistent with the mission and goals of the College. As a member of the network, all users are expected to act responsibly and to follow the College's guidelines, policies and procedures in utilizing information technology and electronic networks accessed by such technology.

The College's acceptable use policy includes the following guidelines and the requirement that each member, including faculty, students, staff or other users:

### *Respect the Rights of Others*

Respect the rights of others to freedom from harassment or intimidation. Sending of abusive or unwanted material causing the work or College experience of others to be disrupted is a violation of College policies, may violate the law and is unacceptable.

### *Identify Yourself*

Identify yourself clearly and accurately in electronic communication. Anonymous or pseudo-anonymous communications appear to dissociate you from responsibility for your actions and are inappropriate. Concealing your identity or misrepresenting your name or affiliation to mask or attempt to distance yourself from irresponsible or offensive behavior is a serious abuse and violation of College policies. Using identifiers of other individuals, including using such identifiers as your own, constitutes a violation of College policies and may constitute fraud.

### *Use of Computing Resources for Commercial Purposes*

The computing resources of Cumberland County College shall not be used for personal or private commercial purposes or for financial gain.

### *Abide By Security Restrictions*

Abide by security restrictions on all systems and information. Distributing or making your password or another person's password or access code available to others or otherwise attempting to evade, disable or "crack" passwords or other security

provisions or assisting others in doing so threatens the work, privacy and well-being of many others and is a serious violation of College policies, grounds for immediate suspension of your access privileges and other disciplinary action. In the case where multiple users must use the same PC, each user should have their own account on the PC versus sharing a common Userid/password.

### *Use Resources Efficiently*

Accept limitations or restrictions on computing resources, such as storage space, time limits or amount of resources consumed, when so instructed by the College. Such restrictions are designed to ensure fair access for all users.

### *Recognize Limitations to Privacy*

You may have an expectation that the contents of what you write or otherwise create, store and send be seen only by those to whom you intend give permission; however, the security of electronic information on shared systems and networks is approximately that of paper documents in an unsealed envelope-generally respected, but breachable by someone determined to do so. Also note that, as part of their responsibilities, technical managers or other persons may need to view the contents of communications to diagnose or correct problems.

## Online Network Use

Cumberland County College has computers for accessing the internet, World Wide Web and other online computer networks (collectively, "online networks"). We encourage members of the College community to use on-line networks for educational purposes under the appropriate circumstances. However, in order to protect our rights and the rights of others and to lessen exposure to potential liability resulting from the nature and use of information a student or faculty member posts on or transmits through on-line networks, certain rules must be followed.

### *Passwords*

You may be given passwords for accessing on-line networks and be authorized to use passwords for specific purposes. You are responsible for maintaining all passwords in confidence and not to disclose or make available your password to third parties without prior written consent. You will be held responsible and will be liable for any harm resulting from your disclosing or allowing disclosure or improper use of a password. In the case where multiple users must use the same PC, each user should have their own account on the PC versus sharing a common Userid/password.

## *Online Conduct*

Online 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 our sole discretion restricts or inhibits others from using an on-line network or violates College policies or applicable law is not permitted and will be subject to sanction and disciplinary action. You are prohibited from posting or transmitting through any on-line network any unlawful, harmful, harassing, or threatening 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. We reserve the right to restrict and/or interrupt communications through or by use of any of our computers or computer services, which we believe to be harmful to the College or to others using the applicable on-line network or a violation of College policies or any third party's rights. More specifically and without limitation, use of illegal materials violates College policies and is not permitted.

## *Improper Use of Copyright and Proprietary Information*

You may, subject to College policies and authorization, upload files or otherwise distribute via 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 or used with the consent of the copyright owner should contain a phrase such as "Copyright owned by (name of owner) used by permission." Unauthorized transmission of copyrighted or other proprietary content is prohibited and constitutes a violation of College policies and could subject you to criminal prosecution as well as personal liability in a civil suit, in addition to other sanctions.

## *Use of Cumberland County College Name*

You may not under any circumstances, without the College's prior written consent, use the name "Cumberland County College" in any form or use any symbol or logo or graphic used by or associated with Cumberland County College alone or with the name "Cumberland County College" or any name, symbol, logo or graphic confusingly similar to Cumberland County College's name, symbols, logo or graphics as part of an email address, a "home page" or a second or higher level domain name for any on-line network you utilize, originate or register with internet or similar authority. Unauthorized use of the name "Cumberland County College" or any symbol, logo or graphic used by or associated with the College or any confusingly similar thereto, is a violation of College policies and subject to sanctions.

# Potentially Offensive Material

Members of the College community are able to access information via electronic means from a range of sources that is growing exponentially. Information in the form of text, graphics, images, and sound is available for a variety of purposes: teaching, research, learning, and even entertainment. Users of information technology at the College value the extensive resources and technical expertise provided through electronic sources such as news services (for example, Usenet news) and the World Wide Web (WWW). Most of the information may be described as academic and encyclopedic and is not sensitive in nature.

However, as has been the case with information in hard copy form, some electronically-received information may be found to be offensive and perhaps pornographic by some members of the College community. Individuals may be particularly offended if they are exposed to the material unwittingly. Material in a particular news group or on particular Web pages may be explicit and graphic in nature. Currently, such resources are generally identifiable and clearly labeled, indicating the nature of the information contained within, so that individuals may make knowledgeable decisions when accessing them.

## *Freedom of Expression*

Freedom of expression and an open environment for sharing information are valued, encouraged, supported, and protected at the Cumberland County College. Censorship is incompatible with the goals of an institution of higher education. Research and instruction take many forms. Therefore, information accessible on the network should not be restricted through censorship.

However, individuals should not be unwittingly exposed to offensive material by the deliberate and knowing acts of others. The College is a community of individuals with diverse values, beliefs, and sensitivities. Individuals must be allowed to choose what they wish to access for their own purposes.

## *Guidelines for Potentially Offensive Material*

Departments should take steps to protect an individual's choice to access information without censorship. While there may be some computing resources within departments that are dedicated—for example, those set aside only for research or class use — administrators will have to guard against making judgments as to the appropriateness of the content of another person's work. Research and instruction take many forms and should not be restricted through censorship.

Departments should take steps to protect an individuals' choice to not be unwittingly exposed to offensive material that may have been accessed by others. Sensitivity to others in an environment of shared resources is important. Departments should review any practices that may result in offensive material from electronic sources being left on machines or shared printers, purposefully forwarded to others who are unwilling recipients, or displayed in such a manner as to create an abusive work or study environment for others. Potential safeguards begin with education encouraging responsible management of information that is accessed for personal use and may also include screen-saving devices on public machines and front-screen warning messages advising people of potentially offensive material. Departments and units should encourage individuals who are inadvertently exposed to unwanted materials to bring the matter to their attention so review or modification of access guidelines, work/study computing environments, and privacy impediments may occur. In the case of purposeful exposure to unwanted materials, the "Workplace and Classroom Civility Policy" prohibits such action and the matter will be handled per policy.

Illegal material, such as child pornography, from any source will not be tolerated or further distributed within the College community. If reports or complaints regarding possible illegal material are received, the Chief Technology Officer or the Executive Director of Student Life and Campus Services must be contacted for a determination as to the material's legality.

## E-mail

Email is a communications tool for business and educational purposes. Users have a responsibility to use this resource in an efficient, effective, ethical and lawful manner. In general, email communications should follow the same standards expected in written business communications and public meetings.

It is the intention of the College to have an email account for all full-time faculty, administrators, adjuncts, and students. Generally, email accounts are closed when employment ends or when the student has not enrolled in courses for a period of five years.

### *Chain letters and Pyramid Schemes*

Transmission of chain letters and pyramid schemes of any kind are prohibited. Certain chain letters and pyramid schemes are illegal. Letters or messages that offer a product or service based on our utilizing the structure of a chain letter are also of questionable legality.

### *Improper Advertising, Solicitation*

Use of email or the College's on-line network to send unsolicited advertising,

promotional material or other forms of solicitation (SPAM) to others is prohibited, except as permitted by law and when not prohibited by College policies and in those areas that are designated for such a purpose, for example, a classified ad.

## *Harassment*

Targeting another person or organization to cause distress, embarrassment, injury, unwanted attention or other substantial discomfort is harassment which is prohibited. Personal organization, attacks or other action to threaten or intimidate or embarrass an individual, group or attacks based on a person's race, national origin, ethnicity, handicap, religion, gender, veteran status, sexual orientation or another such characteristic or affiliation are prohibited. (See the College's Policy on Work Place Civility at [www.cccnj.edu/facultyStaff/workplaceCivility.cfm](http://www.cccnj.edu/facultyStaff/workplaceCivility.cfm)).

## E-mail Accounts

### *Full Time Employees*

In the case of full-time employees, email accounts will be assigned on the Cumberland County College domain. The College will use these email accounts in all email communication with full-time employees. Full-time employees are expected to check their email daily during their work weeks.

### *Adjunct Faculty*

For adjuncts, the College will supply an email account on the Cumberland County College domain. These accounts may be requested by contacting the CCC Help Desk (X411) or by contacting the College's Adjunct Coordinator. Adjuncts must supply appropriate College identification to receive an account. Adjunct faculty are expected to check their email daily during the course of the semester. The College will not maintain more than one email address for any Adjunct Faculty member.

### *Students*

All students enrolled in credit courses will be assigned an email account. Students may forward their email via the email system to a preferred email address. All communications from the College will be addressed to the email account assigned by the College. The College will not maintain more than one email address for any student. Email accounts for Students will remain active until the student has not registered for a course for a period of five years.

# Email Broadcasts

## *Employees*

Authority to use the entire master list of email addresses of College employees rests with the Executive Staff. System-wide electronic messages should be used sparingly for matters affecting the entire Campus community. Email lists may be set up to allow targeted distribution of email, such as to the members of an academic community or individual users may create their own personal distribution lists. However, users should take care not to broadcast unwanted email messages. Requests to be removed from personal distribution lists must be honored.

## *Students*

Authority to send email to all students rests with either the Vice-President of Academic Affairs or the Vice-President of Finance and Administrative Services. In cases of emergency, the Chief Technology Officer may also be contacted. Such email should be limited to those messages that are deemed appropriate by the College for all students to receive. Student Clubs and other groups wishing to use email to promote events or other activities should maintain separate distribution lists, targeting only those who have indicated interest in receiving such communication.

# Suspension of Privileges

When necessary to maintain continued reasonable services to the rest of the College community, or in cases of irresponsible use, the College may suspend privileges and may disallow connection of computers to the campus network or take or recommend other action necessary or appropriate. You are expected to cooperate with investigations by managers or others at the College, either of technical problems or of possible unauthorized or irresponsible use of technology as defined in these guidelines, in its other guidelines, policies or procedures, or as may otherwise be identified by the College from time to time; failure to do so may be grounds for suspension or loss of access privileges and other disciplinary action. The Chief Technology Officer or the Executive Director of Student Life and Campus Services will investigate and document apparent or alleged violations of these guidelines. Cases of apparent abuse or violation of College guidelines, policies or procedures will be referred to the appropriate College body and other action may be taken.

Issues concerning these guidelines or allegations of harassment or other irresponsible use of the information technology resources should be brought in writing to the attention of the Chief Technology Officer or the Executive Director of Student Life and Campus Services.