

Administrative Procedures	
Procedure 700.1A Policy 700	Information Systems and Services: Employee Acceptable Use

700.1A Information Systems and Services: Employee Acceptable Use

Specifically, college employees and any other authorized users agree to comply with the following conditions:

1. Any use of College information systems or services that engages in or promotes any of the following is prohibited:
 - a) Discrimination or harassment on the basis of sex, race, marital status, creed, age, national origin, sexual orientation, the presence of any sensory, mental or physical disability, veteran status, or religious preference
 - b) Copyright infringement
 - c) Personal political beliefs
 - d) Personal religious beliefs
 - e) Personal business interests, commercial uses, and solicitation on behalf of other persons unless approved by the President or a designee
 - f) Any unlawful activity

2. It is the policy of Lower Columbia College to respect the copyright protections given by law to authors and software owners. It is against college policy for faculty, staff, or students to install, copy or reproduce any software protected by copyright or other means, or other published information, except as expressly permitted in writing. Software installers are required to file proof of purchase and licensing information with the College's office of Information Services. College publishers must secure written permission to publish information, graphics, or photographs in which others may or could have a legally defensible interest.

3. Lower Columbia College will maintain only one World Wide Web site, maintained by a College-appointed systems administrator. Publication of unauthorized web content on College-owned equipment or networks is specifically prohibited.

4. With the exception of certain personal uses considered de minimis under RCW [42.52.160\(3\)](http://www.leg.wa.gov/RCW/index.cfm?fuseaction=section§ion=42.52.160) AND WAC [292-110-010](http://apps.leg.wa.gov/WAC/default.aspx?cite=292-110-010) (full text available at <http://www.leg.wa.gov/RCW/index.cfm?fuseaction=section§ion=42.52.160> and <http://apps.leg.wa.gov/WAC/default.aspx?cite=292-110-010>), the College's information systems and services are provided exclusively for furtherance of college educational objectives, research, administrative processes, and College sponsored community service activities, and shall be used only for purposes consistent with the mission and goals of Lower Columbia College. Personal use of e-mail and the World Wide Web are specifically included in the de minimis exemption only when such use complies with governing law and college policy. Internet-based entertainment applications (games, music, video, or other) are not appropriate uses of college systems

Personal use of college systems is considered de minimis if it:

- a. results in little or no cost to the state;
 - b. does not interfere with the performance of official duties;
 - c. is brief in duration and frequency;
 - d. is the most effective use of time or resources
 - e. does not distract from the conduct of state business;
 - f. does not disrupt other state employees and does not obligate them to make a personal use of state resources; and
 - g. does not compromise the security or integrity of state information or software
5. College computing resources may not be used to send, receive, or display information including text, images, or voice that
- a. is sexually explicit, or that a reasonable person under the circumstances would consider obscene, abusive, offensive or objectionable. "Sexually explicit material" is defined in RCW 9.68.130, (<http://apps.leg.wa.gov/RCW/default.aspx?cite=9.68.130>) but exempts authorized study and research in the areas of art, health, and science;
 - b. harasses others with annoying, threatening, libelous or sexually, racially or religiously offensive messages; or
 - c. consists of information which may injure someone else and/or lead to a lawsuit or criminal charges.
6. All College information systems and services are the exclusive property of the College. Use of the College's information systems and services is a privilege, not a right, and is provided only to college employees, contractors, or other authorized persons for uses consistent with the mission and goals of the college. The College retains the right to determine when, how, for what purpose, and by whom such information systems and services may be used, and retains the right to deny access or use of such systems and services. In addition:
- a. In publications on the College's information systems and services and elsewhere, employees may not use the College's logo, name, or other College-owned materials unless specifically authorized to do so by Board policy, the College President or designee.
 - b. All materials stored or published on the College's information systems or services may be monitored, reviewed and/or removed by the President or a designee to prevent misuse of the system; during investigations of alleged illegal or inappropriate activity; and when necessary to conduct college business.
7. College information systems and services may not be used to share private student information in violation of the Federal Educational Rights and Privacy Act (FERPA). The entire text of FERPA can be read at <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html> .
8. College owned laptop computers must be connected to the College network at least one time each month for operating system and anti-virus updates.
9. College personnel must take reasonable precautions to keep laptops, PDA's and portable storage devices secure to prevent the theft of data.

10. E-mail messages, electronic files, web site activities, and other network activities may be deemed public records under Washington's Public Disclosure Act (RCW 42.17 <http://apps.leg.wa.gov/RCW/default.aspx?cite=42.17>) and could, therefore, be disclosed upon request.
11. College e-mail listserves are to be used for college business only. Listserves are not to be used to deliver personal messages including items for sale, photographs, stories, jokes, or opinions.
12. E-mail messages that are not archived by the user will be automatically deleted every 90 days without possibility of retrieval. Users are responsible for maintaining archive folders for email they wish to keep.
13. College staff will be required to use hardened passwords on all College systems when possible. College staff will be required to change passwords every ninety days. College staff will be trained in the creation and maintenance of hardened passwords.

PROCEDURE

The College relies on department managers and supervisors to enforce the Acceptable Use Policy when made aware of infractions. Instances of misuse that cannot be resolved informally will be referred to the College's Human Resource Department.

Please check one of the following:

Part-time Faculty Full-time Faculty Administrative Staff Student Worker

Employee Name (Please Print)

Work Phone

Department

I acknowledge that I have read and agree to use the College Information Systems and Services as outlined in this Acceptable Use Policy.

Signature

Date

For Office Use Only

Email/Network Address: _____

Date Established: _____

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