

ACCEPTABLE USE POLICY

(Policy 3.60)

I. Purpose

Information technology resources, including email and Internet access, are provided for educational purposes. Adherence to the following policy is necessary for continued access to the college's technology resources. This policy is designed to guide students, faculty, and staff in the acceptable use of computer systems, networks, and other information technology resources at Glen Oaks Community College.

II. Guiding Principles

1. *Non-public Forum.* Information technology at Glen Oaks Community College is a non-public forum. The College reserves the right to restrict access to and the use of information technology resources in a manner consistent with federal and state law.
2. *Creativity Encouraged.* The College community is encouraged to make innovative and creative use of information technologies in support of educational, scholarly, and administrative purposes.
3. *Copyrighted Materials.* Glen Oaks Community College recognizes the importance of copyright and other protections afforded to the creators of intellectual property. Users are responsible for making use of software, digital media, and other information technology resources in accordance with copyright and licensing restrictions and applicable College policies. Using information technology resources in a manner violating these protections or furthering the unauthorized use or sale of protected intellectual property, is prohibited.
4. *Offensive Material.* Glen Oaks Community College cannot protect individuals against the receipt of potentially offensive material. Those who use electronic communications occasionally may receive material that they might find offensive. Those who make personal information available about themselves through the Internet or other electronic media may expose themselves to potential invasions of privacy.
5. *Use IT Wisely.* Information technology resources are provided to support the College's scholarly, educational, and administrative activities in fulfilling the mission of the College. Information technology resources are limited and should be used wisely and with consideration for the rights and needs of others.
6. *Privilege, Not a Right.* The use of Glen Oaks Community College computer systems, networks and other information technology resources is a privilege, and not a right. Inappropriate use of such resources may result in suspension or termination of privileges and/or other discipline. The College further reserves the right to monitor Internet use and determine if specific uses are consistent with this Acceptable Use policy, and to deny access to prevent unauthorized or unacceptable activity.

III. User Responsibilities

1. *Protect your Password.* Users are expected to use computer and network resources in a responsible manner. Users should take appropriate precautions to ensure the security of their passwords and prevent others from obtaining access to their computer resources. Convenience of file or printer sharing is not a sufficient reason for sharing computer accounts and passwords. Ensure your password meets or exceeds complexity requirements. If MFA is available, use it.
2. *College Image.* Users should remember that information distributed through the College's information technology resources may be considered a form of publication. Although Glen Oaks Community College does not take responsibility for material issued by individuals, users must recognize that third parties may perceive anything generated at Glen Oaks Community College as in some manner having been produced under Glen Oaks Community College auspices. Accordingly, users are reminded to exercise appropriate language, behavior, and style in their use of information technology resources.
3. *Prohibited Practices.* The following behaviors are prohibited while using College information technology resources, including computers and networks owned or operated by Glen Oaks Community College, or to which Glen Oaks Community College is connected:
 - a. Modifying system or network facilities or attempting to crash systems or networks.
 - b. Using, duplicating or transmitting copyrighted material without first obtaining the owner's permission, in any way that may reasonably be expected to constitute an infringement, or that exceeds the scope of a license, or violates other contracts.
 - c. Tampering with software protections or restrictions placed on computer applications or files.
 - d. Using College information technology resources for personal for-profit purposes.
 - e. Impersonating another user or otherwise falsifying a username in email;
 - f. Degrading or disrupting the network, hindering access to the network, or otherwise excessively using resources in a manner which effectively denies service to other users.
 - g. Sending chain letters, junk mail, "spam," or other similar types of broadcast messages or messages that use pyramid schemes to distribute communications to an exponentially growing collection of recipients.
 - h. Sending mail that is deliberately designed to interfere with proper mail delivery or access.
 - i. Using information technology resources in a manner that is disruptive of the workplace or educational purpose of the College, or which otherwise hinders the effectiveness of the institution.
 - j. Using information technology resources to access, store, or transmit pornographic or obscene material in violation of Michigan criminal laws, including, but not limited to Michigan obscenity laws MCLA 752.361-752.374 and other Michigan statutes and cases concerning obscenity.
 - k. Sending messages that are malicious or that a reasonable person would find to be harassing or threatening.
 - l. Accessing another person's computer account without permission. Users may not supply false or misleading data, or improperly obtain another's password to gain access to computers or network systems, data, or information. Obtaining access to an account name or password through the negligence or oversight of another is considered to be a specifically prohibited use.
 - m. Intentionally introducing computer viruses, worms, or other rogue programs into information technology resources that belong to, are licensed to, or are leased by Glen Oaks Community College or others.
 - n. Physically damaging information technology resources.
 - o. Using, or encouraging others to use, information technology resources in any manner that would violate this or other College policies or any applicable state or federal law; and
 - p. Falsely reporting or accusing another of conduct that violates this policy, without a good faith basis for such an accusation.

4. *Incidental Use.* Ability to access computing resources does not, by itself, imply authorization to do so. Users are responsible for learning what authorizations are necessary and for obtaining them from the appropriate supervisor before proceeding. Incidental use is defined as occasional, limited, and without significant cost in time or college resources. Supervisors are expected to use professional judgment to determine whether an employee's personal use is incidental. Incidental use of college-owned computer systems for personal purposes is permitted if:
 - a. Use occurs outside of the employee's work schedule.
 - b. Use does not interfere with work being performed by another employee.
 - c. Use is not for pay or profit.
 - d. Use does not consume excessive supplies—as determined by a supervisor, employees may be asked to replace supplies consumed beyond an incidental level.
 - e. Use does not violate software licensing agreements.
 - f. Use does not expose confidential or personnel information to others who should not have access to such information.

IV. Policy Administration

1. *College Access to Your Files.* The College encourages all members of its community to use electronic resources in a manner that is respectful of others.

Generally, the College will not make the contents of electronic mail available to those other than the originator and intended recipient. While respecting users' privacy to the fullest extent possible, however, the College reserves the right to examine any computer files. The College reserves this right for *bona fide* purposes, including, but not limited to:

1. Enforcing policies against harassment and threats to the safety of individuals.
2. Protecting against or limiting damage to College information technology resources.
3. Complying with a court order, subpoena, or other legally enforceable discovery request.
4. Investigating and preventing the posting of proprietary software or electronic copies of texts, data, media, or images in disregard of copyright, licenses, or other contractual or legal obligations or in violation of law.
5. Safeguarding the integrity of computers, networks, hardware, software and data.
6. Preserving information and data.
7. Upgrading or maintaining information technology resources.
8. Cooperating with law enforcement authorities in reporting and investigating suspected criminal activity.

2. *Servers.* All servers and cloud services must be approved by the College. Root/Admin access must be given to the Vice President of Finance & Administrative Services or designee for all servers on the Glen Oaks Community College network.

3. *Terminating Your Use of Computers.* The College may suspend or terminate the use of its computers and network systems when presented with evidence of a user's violation of College policies, or federal or state laws, or when it is necessary to do so to protect the College against potential legal liability. The College reserves the right to limit access to its information technology resources, and to remove or limit access to material stored on College information technology resources.

4. *Disciplinary Action.* All users are expected to conduct themselves consistent with these responsibilities. Abuse of computing privileges may subject the user to disciplinary action as established by applicable College policies and/or collective bargaining agreements.

5. *Bound by Public Law.* The College and users must recognize that all members of the College community are bound by federal and state laws pertaining to civil rights, harassment, copyright, security, and other statutes governing the use of electronic media. This policy does not preclude enforcement under such laws.

V. Indemnification and Warranties

1. Glen Oaks Community College makes no warranties of any kind whether expressed or implied, for the computer services it provides.
2. Glen Oaks Community College assumes no responsibility for any direct or indirect damage arising from the user's connection to the Internet. The College is not responsible for the accuracy of information found on the Internet, but rather merely facilitates the accessing and dissemination of information through its systems. Unless the College expressly authors content, it has no editorial control over the content distributed or disseminated on the network and users are solely responsible for any material that they access and disseminate.
3. Users hereby agree to indemnify and hold Glen Oaks Community College and its officers, Trustees, employees, and agents harmless for any loss, damage, expense, or liability resulting from any claim, action or demand, arising out of or related to the users' use of Glen Oaks Community College owned technology resources and network, including reasonable attorney fees. Such claims shall include, without limitation, those based on trademark or service mark infringement, trade name infringement, copyright infringement, dilution, tortious interference with contract or prospective business advantage, unfair completion, defamation, unlawful discrimination or harassment, rights of publicity, and invasion of privacy.

VI. Reporting Violations

Allegations of student conduct that is believed to violate this Acceptable Use policy should be reported in writing to the Vice President of Student Services. Allegations of faculty or staff conduct that is believed to violate this Acceptable Use Policy should be reported in writing to the Vice President of Finance & Administration or designee. To ensure the fairness of any proceedings that may follow a reported violation, the individual filing the report should not discuss or provide copies of the allegations to others.

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