

## **Technology Services Computing Resources Usage Policy**

The Wallace Community College Selma Computing Resources Usage Policy governs electronic communication conducted through the Wallace Community College Selma's wired and wireless network, hosted and non-hosted server systems, personal computers, laptops, printers, software, communication devices, and network resources.

The Computing Resources Usage Policy governs all users including guests, community library patrons, as well as students and employees who are legitimately affiliated with Wallace Community College Selma. Computing resources are intended to facilitate the exchange of information consistent with business activities, and academic purposes of the institution.

**Policy Oversight:** This policy shall be governed by the policies of Wallace Community College Selma, the laws of the state of Alabama, and United States federal law. The Computing Resources Usage Policy is created and amended under the authority of the Technology Committee. Failure to enforce any provision of this agreement shall not constitute or be construed as a waiver of such provision or of the right to enforce such provision.

**Condition of Use:** Access to Wallace Community College Selma computing resources shall be provided on an as-is basis with no guarantee of quality or availability. Network access is dependent on the availability of network bandwidth and related equipment. Processes necessary for conducting normal college business, ensuring campus safety, delivery of VoIP services, and instructional delivery are given usage priority. As a condition of access to network/Internet resources, employees are required to sign the Employee Acknowledgment Form found in the WCCS Faculty/Staff Handbook. Employees who violate the Computing Resources Usage Policy are subject to disciplinary actions, in accordance with institutional, state policies and federal laws. Students who violate the Computing Resources Usage Policy are subject to disciplinary action as stated in the Student Handbook section of college catalog. Community members who violate this policy while utilizing open campus computing resources are subject to being banned from using the college's equipment and Internet access.

**Administrative Privilege:** All network access using Wallace Community College Selma's equipment and/or resources will be administered by and coordinated through the Technology and Information Services Department. Wallace Community College Selma reserves the right to monitor, collect and store all electronic activity conducted on the Wallace Community College Selma network without consent or notification. Use of the Wallace Community College Selma network or computer resources constitutes acceptance of such monitoring. The Technology and Information Services Department reserves the right to access any user's account, electronic files, or transmissions for administrative purposes including archiving, system maintenance and repair, or as directed by the college president, designee, or employee's supervisor. The Technology and Information Services Department also reserves the right to suspend use of an account in the event the employee's password has been compromised, the employee is in violation of this network access policy, or as directed by the college president, designee, or employee's supervisor.

## **Statement of Policy**

### **1. Ethical and Responsible Use of the Network/Internet**

- a. Usage of the Wallace Community College Selma computing resources is on an at-will basis. Wallace Community College Selma and the Technology and Information Services Department will not be responsible for any damage to person or property from the use of any Wallace Community College Selma computing resource.
- b. All hardware and software – including email service, internet service, and college-provided equipment – is the property of the State of Alabama and is not intended for personal use. It is not acceptable to use College resources for purposes which violate any federal or state law or College Policy; are harmful or harassing to others; disrupt normal network use and service; execute for-profit commercial activities or business transactions; or constitute political campaigning.
- c. All users are accountable for use of resources in an effective, ethical, and lawful manner. Users are prohibited from accessing the Internet for any unethical or immoral purpose, including any activity associated with pornography, obscenity, violence, gambling, racism, harassment, personal gain, or any illegal activity. Users are discouraged from using profanity or vulgarity when posting electronic mail via the Internet or posting to public forums (i.e., newsgroups). Any electronic mail sent through postings to public newsgroups must fall within these ethical standards.
- d. All users must abide by all federal and state laws with regard to information sent through the Internet. Unauthorized release or disclosure of information through the Internet or through any other means is strictly prohibited. Proprietary or confidential information pertaining to the college shall not be transmitted over the Internet.
- e. Users are forbidden from engaging in any activity which is in violation of the Code of Alabama (1975) §§ 36-25-1 through 36-25-30, as amended (the “State Ethics Law”), or which, in the opinion of the Wallace Community College Selma administration, may be contrary to such law.

### **2. User Access/Password Assignment and Confidentiality**

- a. Under the terms of this policy, employees of the College are given access to college owned computing resources. If network resource access (such as network attached storage or email) is required, a user ID and password will be assigned to the employee by the Technology and Information Services Department.
- b. The username and password, including those used to access email or an instructional platform such as CANVAS, are the responsibility of the individual to whom they are assigned. Employees are responsible for username and password confidentiality. Use of an employee account by another employee or student is prohibited. Any individual other than the person to whom they are assigned shall not use the username and password or any other assigned authorization.
- c. Users should not leave a computer logged on when vacating a workstation. The user is responsible for his or her account and any content left on the computer. Leaving an unattended logged-on computer puts the user and the institution at risk.

d. In the event Wallace Community College Selma no longer employs an individual, it is the responsibility of the Technology and Information Services Department to close the former employee's account upon notification of the employee's status.

### **3. Software**

a. To prevent computer viruses from being transmitted through the system, no unauthorized downloading or installation of any software is permitted. Software downloads and installation shall be done only after approval and/or assistance from the appropriate Technology Services Personnel.

b. Streaming media and music and video downloads are prohibited unless authorized by the appropriate Technology and Information Services Personnel.

c. Point to point (P2P) file sharing is prohibited unless authorized by the appropriate Technology and Information Services Personnel.

### **4. Copyright Issues**

a. All college network/Internet users must adhere to the copyright laws regarding software, data, and authored files. Users may not transmit copyrighted materials belonging to entities other than this college. Users should exercise caution when downloading material from an Internet source as such action may constitute violation of copyright laws.

b. It is permitted for Web pages to be printed and material downloaded from the Internet for informational purposes as long as the purpose for such copying falls into the category of "fair use." "Fair use" is defined as the doctrine that copyright material may be quoted verbatim, provided that attribution is clearly given and that the material quoted is reasonably brief in extent.

c. The college is not responsible for copyright infringement by a user. Such responsibility shall lie solely with the user.

d. Users found guilty of copyright infringement shall be subject to disciplinary action, including possible suspension, expulsion, or termination.

e. Congress enacted the No Electronic Theft (NET) Act in 1997. The NET Act makes it a federal crime to reproduce, distribute, or share copies of electronic copyrighted works such as songs, movies, or software programs, even if the person copying or distributing the material acts has no intention of receiving profit. Electronic copyright infringement carries a maximum penalty of up to three years in prison and a \$250,000 fine. For more information on the NET Act, please visit the url:  
[http://www.riaa.com/physicalpiracy.php?content\\_selector=piracy\\_online\\_the\\_law](http://www.riaa.com/physicalpiracy.php?content_selector=piracy_online_the_law) .

## **5. Personally Owned Computer Hardware/Software**

- a. Personally owned software cannot be loaded onto a college-owned computer unless it is directly related to the job position and is approved by the appropriate Technology Services Personnel. If any approved personally owned computer software is loaded onto a college-owned computer, the license and documents must remain with the college computer on campus in the event of an audit.
- b. Computer hard drives may not be installed or removed without the express written consent of authorized Technology and Information Services Personnel.

## **6. Privacy of Information**

- a. Information passing through or stored on any Wallace Community College Selma electronic network or computer system may be seen by others for a variety of reasons. Routine administration, management, or audit functions may require information stored or transmitted via Wallace Community College Selma computers and networks to be intercepted or monitored. Electronic transactions may be subject to seizure and inspection by Wallace Community College Selma without notice. All users should fully understand that except where protected by state or federal law, or by college policy no expectation of privacy may be assumed concerning information communicated over or stored on Wallace Community College Selma electronic systems.
- b. Users should respect the privacy of others, including, but not limited to, abstaining from unauthorized access to email, files, data, and transmissions.
- c. All users should be aware of and comply with the Family Educational Rights and Privacy Act (FERPA) as well as its restrictions on the use and dissemination of personal and academic information.

## **7. Computer Crimes**

The Alabama Computer Crime Act, codified at Code of Alabama (1975) § 3A-8-100 through 13A-8-103, makes it a crime for a person to damage, or without authorization to modify computer equipment, computer networks, and computer programs and supplies or without authorization to access, examine, or use computer data and programs, and provides for punishment up to a Class B Felony. Federal law also makes it a crime to access computers or computer networks devoted in part to Federal purposes without proper authorization. Any violation of such State or Federal laws respecting computers shall also constitute a violation of the Wallace Community College Selma Policy for Acceptable Use of Technology Resources. Furthermore, this policy prohibits various actions (described below) which may or may not constitute a crime.

## **Unacceptable Use**

The following activities are prohibited on all Wallace Community College Selma technology resources. The activities listed are for reference and are not intended to be all-inclusive.

1. Altering system software or hardware configurations without authorization of the Wallace Community College Selma Technology Services Department.
2. Accessing, via the internet or any other means of broadcasting, pornographic, obscene, or violent images or content or any other material in violation of local, state, and federal statutes. Use of resources for gambling, racism, harassment or political campaigning is also prohibited.
3. Using technology resources for illegal activities.
4. Accessing or attempting to access another user's files, email or other resources without his or her permission except as otherwise provided herein.
5. Allowing unauthorized persons to utilize an authorized user's account, user name, or password.
6. Using technology resources for commercial or profit making purposes without written authorization from Wallace Community College Selma.
7. Installing, copying, distributing or using software that has not been authorized by the Wallace Community College Selma Technology and Information Services Department.
8. Originating or proliferating electronic mail, broadcasts, or other messages that may be deemed as obscene, abusive, racist, or harassing.
9. Creating and/or distribution of viruses or other destructive programs.
10. Unauthorized release or disclosure of any confidential college, personnel, or student information.
11. Using any computer technology in a manner that violates patent protection or license agreements. Engaging in any activity that violates copyright laws.
12. Such activity may include utilizing Wallace Community College Selma technology to copy and/or distribute copyrighted materials without authorization.
13. Using Wallace Community College Selma computer technology to support or oppose any candidate or candidates for public office or for any other political purposes. (Use of state property for political purposes constitutes a violation of Alabama law).

### **Disciplinary Action**

Unacceptable use is prohibited, and is grounds for loss of computing privileges, as well as discipline or legal sanctions under the appropriate college policy and/or law. Students and employees who violate this policy are subject to disciplinary actions accordance with guidelines provided in institutional policies.

