Cape Cod Community College
Information Technology Resources Use Policy

**General Principles**

This document formalizes the policy for faculty, staff, students (both full and part-time) and all other individuals who have been granted use of the information technology resources of Cape Cod Community College (CCCC) (“Users”).

Information technology resources include, but are not limited to: computers, local and wide area networks, printers, other peripherals, software systems, data, electronic mail, and the Internet.

Access to CCCC’s computer systems and network imposes certain responsibilities and obligations as set forth in this document. Users are granted use of information technology resources subject to College policies, and local, state and federal laws.

Use of CCCC’s information technology resources shall constitute acceptance of the terms of this policy and any other applicable College policies, rules, and procedures.

**Specific Principles**

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User Responsibilities

All information technology resources are owned and operated by Cape Cod Community College as an agency of the Commonwealth of Massachusetts. The College reserves all rights to these resources. It is the responsibility of any person using CCCC information technology resources to read, understand, and comply with this policy. Additionally, Users must comply with all other applicable College policies and procedures as well as state and federal laws. Any questions regarding this policy should be directed to the Vice President for Finance and Administration.

An account or user id is issued to faculty, staff and students when they begin their employment or studies with the College. An account or user id permits access to information technology resources. This account or user id is removed upon termination of one’s employment with the College or completion or withdrawal from an academic program.

Acceptable Use

The College’s information technology resources and services may be used only for academic, educational, or professional purposes which are directly related to official College business and in support of the College’s mission. The use of information technology resources is integral to enhancing productivity in the daily office routine and enabling faculty, staff, and students to make use of research and educational opportunities. Acceptable information technology uses may include but are not limited to:

♦ Using classroom and lab computers for class assignments
♦ Preparing instructional materials
♦ Publishable research
♦ Personal computing to improve computer literacy and to learn new software and/or hardware
♦ Accessing generally available individual and campus information
♦ Using the technology to support faculty and staff in performing their work
♦ Authorized and approved use of the College’s information and administrative systems
♦ Using the Internet to promote collegial and professional interaction, research, and productivity

Unacceptable Use

The following uses of CCCC information technology resources are unacceptable uses:

♦ Performing any illegal act, including violation of state and federal civil or criminal laws, and regulations
♦ Using these resources for any political purpose
♦ Conducting any commercial venture resulting in personal income or profit
♦ Using another person’s user id or sharing your user id with another person
♦ Sending harassing or threatening messages
♦ Accessing, downloading, storing, or transmitting child pornographic materials or obscene materials
♦ Infringing on any intellectual property rights
♦ Gaining or attempting to gain unauthorized access to any computer or network
♦ Doing anything that causes interference with or disruption of network users and resources, including propagation of computer viruses and any program that harms the operating environment
♦ Intercepting communications intended for other persons
♦ Misrepresenting either the College or a person’s role at the College
♦ Distributing chain letters
♦ Accessing online games or gambling sites
♦ Libeling or otherwise defaming any person

This list of unacceptable uses is not intended to be exhaustive.

Data Ownership and Confidentiality

Data and information stored in the College’s computers and associated systems belong to the College, and its dissemination and use must comply with the College’s policies and procedures.

Users shall not access, release, use, or disseminate confidential or proprietary information unless User is authorized by CCCC to do so and such access, release, use, or dissemination is consistent with state and federal law.

Copyright Protection

Pursuant to the Digital Millenium Copyright Act, 17 U.S.C. Section 1203(i)(1)(A), any user of CCCC’s technology resources who engages in copyright infringement shall have his/her access privileges terminated.

Computer software is intellectual property. Software publishers and vendors can be very aggressive in protecting their property rights from infringement. These intellectual property rights extend to information published on the Internet, such as text and graphics.

Users who buy their own software agree to comply with any and all provisions of the software vendor in the software license agreement. Users are not permitted to copy software made available by the College to any other computer. In instances where a license agreement links a license number to specific computers by serial number, and the hardware is replaced or upgraded, the license agreement must be changed accordingly.

In instances where the College holds a site license, Information Technology Services (ITS) holds the site license. Even though copying for College use is allowed for these types of agreements, it must be done in coordination with ITS.
All software on all computers on campus must be properly licensed. ITS maintains inventories of all computers and all software products installed on each computer. When users have made their own software purchases, it is their responsibility to furnish a license agreement when audited.

Malicious Code

Viruses, worms, Trojan horses, and other malicious code can be embedded in text files, executable files, graphics, word processing documents, spreadsheets, and E-Mail messages. The College uses technical methods, such as anti-virus, anti-spyware, anti-SPAM software, to reduce the probability of a successful attack or infection. However, a holistic approach is the best defense against introduction of malicious code. Users should exercise reasonable precautions in order to prevent the introduction of harmful files. Users should not disable virus scanning utilities and should use such utilities to scan files downloaded from the Internet or obtained from a questionable source, and to scan portable media such as floppy disks, compact disks, and universal serial bus (USB) sticks.

Network Security

CCCC computers are connected to a local area network, which links computers through the College and through the wide area network to computers in other locations. All users should avoid compromising the security of the network. Users should **never** share their passwords with anyone else and should promptly notify ITS personnel if they suspect their passwords have been compromised. Users who leave their computers unattended for extended periods should either log off the network or have password-protected screen savers enabled.

E-Mail

Microsoft Exchange Server with the Microsoft Outlook 2003 Client or Outlook WebAccess is the official College E-Mail system.

Electronic Mail is a tool provided by the College to complement traditional methods of communications and to improve administrative and educational efficiency. All E-Mail accounts and all data transmitted or stored using E-Mail facilities are owned by the College.

Broadcast messages to all staff and faculty using the #CCCC Faculty/Staff email group should be used only for essential College announcements of concern to the entire College community.

All users should consider E-Mail messages to be the equivalent of formal written communications and thus, should be professional and courteous in tone. Remember that an E-Mail message can be stored, copied, printed, or forwarded by recipients. A general rule of thumb is not to put anything in an E-Mail message that you would not write in a memorandum, nor be willing to post on a bulletin board or discuss in a public meeting.
Public Folders within Outlook are provided as a service for posting general news, events, and other College-related information. These folders will be monitored by those responsible for their content. Any posted material deemed inappropriate will be removed without prior notification. Public Folders are also subject to specific guidelines suitable for that particular folder.

Internet Use

The Internet is a useful tool for supporting many types of academic and business-related research. The College is committed to promoting responsible Internet access. All users should view Internet access as a privilege.

Users should be aware that many websites gather and store information about visitors to their site. Care should be taken when registering for anything online, since this is analogous to giving your name, address, and phone number to a stranger.

Users must be aware of the potential for malicious code to be introduced onto the College network and computers by downloading and installing files from websites, even those that seem innocuous. Users should be extremely cautious when making decisions about downloading software from the Internet.

Users must be aware of the College’s limited Internet bandwidth. In addition to adhering to the College’s policy regarding acceptable and unacceptable uses, Users are discouraged from activities that consume large bandwidth, particularly during the peak daytime use periods. A single user can have a serious detrimental impact on all College Users by failing to follow this recommendation.

Violations

Failure to observe this policy may subject individuals to disciplinary action, including, but not limited to, loss of access rights, expulsion, termination of employment, and/or referrals to appropriate authorities in the event of violations of state or federal laws.

No Expectation of Privacy

CCCC information technology resources are the property of Cape Cod Community College and the Commonwealth of Massachusetts and are to be used in conformance with this policy. When reasonable and in pursuit of legitimate needs for supervision, control, and the efficient and proper operation of the workplace, CCCC will exercise the right to inspect any User’s computer, any data contained in it, and any data sent or received by that computer. Use of CCCC information technology resources constitutes express consent for CCCC to monitor network activity in any form that CCCC sees fit to maintain the integrity of the network. Therefore, Users shall have no expectation of privacy over any communication, transmission or work performed using CCCC information technology resources.
No Warranties

CCCC makes no warranties of any kind, whether express or implied, for the service it is providing. CCCC will not be responsible for any damages a User suffers. This includes loss of data resulting from delays, no-deliveries, or service interruptions caused by CCCC negligence or by the User’s errors or omissions. Use of any information obtained via the Internet is at the User’s own risk. CCCC specifically denies any responsibility for the accuracy or quality of information obtained through its services. Users need to consider the source of any information they obtain and consider how valid that information may be. Additionally, CCCC is not responsible for lost or deleted documents, files, E-Mails, and other electronic resources.

CCCC also specifically denies any responsibility for a User’s encounter, access or use of any inappropriate or controversial materials from CCCC information technology resources, including the Internet. Users must notify the Executive Director of Information Technology if they identify information technology resources being used in a manner inconsistent with this Policy.