ACCEPTABLE USE POLICY FOR THE
INFORMATION TECHNOLOGY SYSTEMS AT MONROE COUNTY COMMUNITY COLLEGE

Network Information Technology Systems Purpose

MCCC owns and operates a variety of systems (hardware, software and networks), which are provided to support, improve, and promote education and programs in the College community. The systems are intended to facilitate collaboration and exchange information among faculty, staff, students, and state, national, and international educational entities, as well as to promote access to international information resources. The systems are to be used only for education, research, academic development, and public service.

This document establishes rules and prohibitions that define acceptable use of information technology systems. Unacceptable use is prohibited and is grounds for loss of computing privileges, disciplinary action, and/or prosecution under federal, state and local laws. MCCC reserves the right to access all data and files on College-owned information technology systems at any time.

Information Technology Systems User Responsibilities

Information technology systems provide access to resources on and off campus and with other academic and other users worldwide. Such open access is a privilege and requires that individual users act responsibly. MCCC information technology systems may not be used for any purpose which is illegal, unethical, or inconsistent with the mission of the College or this policy, or other activities likely to subject the College to liability.

Users must:
- X Respect the privacy of other users; for example, users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or represent themselves as another user unless explicitly authorized to do so by that user;
- X Obey all relevant laws, including without limitation, the Copyright Act;
- X Preserve and safeguard the integrity and confidentiality of data created by others;
- X Respect the integrity of information technology systems; for example, users shall not intentionally develop programs that harass other users or infiltrate a computer or computing system and/or damage or alter the software and hardware components of a computer or a computing system;
- X Follow proper procedures established for all information technology use; and
- X Report infractions of this policy.

Users shall not:
- X Use a disproportionate amount of information systems technology resources for non-educational purposes;
- X Use information systems maliciously with or without intent (including, but not limited to, hacking) or in any way which violates applicable laws or regulations;
- X Use information systems for recreational games;
- X Use information systems for commercial or for profit purposes, political lobbying, religious material, or personal advertisement;
- X Display or send obscene, sexual, graphic, or violent material except for legitimate academic research;

    X Use the information technology systems in a way which harasses, threatens, intimidates, or defames others; and,

    X Gain or enable unauthorized access to resources or data.

System Maintenance and Security

    File or account users will be notified of maintenance, in advance, whenever possible. When performing system maintenance, the College strives to ensure the integrity of a user's files. Although reasonable efforts are made, the College cannot and does not guarantee the security of the information technology system. Users should be aware that electronic mail is extremely vulnerable to unauthorized access and modification.

MCCC Right to Inspect

    MCCC reserves the right to inspect, monitor, and examine any College-owned information technology system, computing resource, and/or computer files contained therein at any time. Users should not have an expectation of privacy for information contained on any information technology system.

Consequences of Unacceptable Behavior

    This acceptable use policy does not attempt to catalog or exhaustively detail all required or proscribed uses or behavior. The Vice President of Student and Information Services may at any time make determinations that particular uses are or are not consistent with the purposes of the MCCC information systems, and may take action accordingly.

    Infractions of this policy, which are deemed minor by the College, will typically be handled internally by the appropriate administrator. More serious or repeat violations of this policy shall subject users to the regular disciplinary processes and procedures of the College for students, staff, administrators, and faculty. Illegal acts involving the College information systems may also subject violators to prosecution by local, state, and/or federal authorities.