Institutional Policies

Affirmative Action
One of the many strengths that enables Roxbury Community College to fulfill its mission is the existing diversity of its faculty, staff, and students. The College recognizes and assumes its legal, moral, and social responsibility to address racism and ethnic, cultural, and religious bias and intolerance. Roxbury Community College works diligently to promote a policy of non-discrimination, affirmative action, and inclusion. Roxbury Community College maintains and promotes a policy of non-discrimination in employment and education on the basis of race, creed, religion, gender, sexual orientation, age, disability, veteran's status, marital status, and national origin. We are committed to a policy of affirmative action, equal access, equal opportunity, equal education, non-discrimination, and diversity.

The complete text of this policy is available in the office of Human Resources.

Building Evacuation Procedure in an Emergency
1. When an alarm sounds, listen carefully to instructions received via the public address system.
2. If you receive instructions to evacuate, walk to your designated stairwell (see floor plan below). Do not use elevators while an alarm is sounding.
3. When exiting your classroom, laboratory, or office areas, take only wallets and handbags; all doors should be closed not locked.
4. When descending the stairs, use the handrail and stay on the right-hand side in order to allow passage on the left-hand side for the fire department.
5. Proceed cautiously to your designated relocation area unless otherwise instructed. (the following are designated areas for relocation: parking lot 1 for the student center, academic south plaza for academic south, academic north plaza for academic north and the media arts plaza for both the administration and media arts). Do not panic.
6. Once you reach your designated relocation area, remain there for further instructions or the “all clear” command is given.
7. No one should under any circumstances return to the building unless directed by the p.a. announcement.

THIS EVACUATION PROCEDURE HAS BEEN POSTED ON WALLS AND IN ALL HALLWAYS AROUND CAMPUS FOR YOUR SAFETY.

Children on Campus
It is inappropriate and often disruptive for children to attend classes with their parents. Please make arrangements to have dependable day care for your children, especially during February and April vacations when public schools are closed. When children are on campus, they must be supervised by at all times an adult.

Computer Policy

A. Background
Roxbury Community College's information technology resources have been assembled to facilitate the pursuit of excellence in the College's missions of teaching, learning, and service to the greater Roxbury community. The opportunity to use computing systems and software, as well as internal and external data networks, is important to all members of the College community. To preserve that opportunity for the full community, each individual faculty member, staff member, and student must comply with institutional and external standards for acceptable use of these shared resources. Although modest personal use of College-supplied technology resources may improve the skills of individual users and otherwise contribute indirectly to the College's mission, these resources should
be used primarily for College-related educational and administrative purposes. By using College information technology facilities and resources, users agree to abide by all related College policies and procedures, as well as applicable federal, state, and local law. Violations may result in College disciplinary action or referral to appropriate external authorities.

The use of College computing resources—like the use of any other College-provided resource and like any other College-related activity—is subject to the normal requirements of legal and ethical behavior within the College community. Thus, legitimate use of a computer, computer system, or network does not extend to whatever is technically possible. Although some limitations are built into computer operating systems and networks, those limitations are not the sole restrictions on what is permissible. Users must abide by all applicable restrictions, whether or not those restrictions are built into the operating system or network and whether or not they can be circumvented by technical means.

**B. Scope of Policy**

This acceptable use policy applies to all users of College information technology (IT) resources. This includes the resources under the management or control of the Information Technology Department (IT). Definitions to be used in this policy include the following:

A "user" is defined as any individual who uses, logs into, or attempts to use or log into, a system; or who connects to, or attempts to connect to or traverse, a network, whether by hardware or software or both, whether on campus or from a remote location. The term "user" thus includes faculty, staff, students, consultants, and other customers.

"Information technology resources" are those facilities, technologies, and information resources required to accomplish information processing, storage, and communication, whether individually controlled or shared, stand-alone or networked. Included in this definition are all classroom technologies, communication devices and services, such as, but not limited to, computers, printers, modems, e-mail, fax transmissions, video, multi-media, instructional technologies, and administrative systems policy.

**C. Security and Privacy**

The same principles of academic freedom and privacy that have long been applicable to written and spoken communications in the College community apply also to electronic information. The College cherishes the diversity of perspectives represented on this campus and, accordingly, does not condone either censorship or the casual inspection of electronic files.

The College employs various measures to protect the security of its computing resources and of its user accounts. Users should be aware; however, that the College cannot guarantee such security. Users should therefore engage in "safe computing" practices by establishing appropriate access restrictions for their accounts, guarding their passwords, and changing passwords regularly. The College respects encryption rights on its networks and may itself encrypt information and transactions when secure confidentiality is an obligation.

Users should also be aware that their use of College computing resources is not completely private. While the College does not routinely monitor individual usage of its computing resources, the normal operation and maintenance of the College’s computing resources require the backup of data and communication records, the logging of activity, the monitoring of general usage patterns, and other such activities that are necessary for the rendition of service. The College may also inspect files or monitor usage for a limited time when there is probable cause to believe a user has violated this policy. Inspections or monitoring related to violations of this policy must be authorized in advance by the Chief Information Officer or by the Chief Information Officer’s designee, in consultation with College counsel. Such inspections or monitoring will be conducted with notice to the user, unless, after consultation with College counsel, it is determined that notice would seriously jeopardize substantial interests of the College or of third parties. In addition, a supervisor or principal investigator may find it necessary to retrieve a file of assigned work by inspection without notice when an employee is unavailable for timely consultation.
In addition, users should be aware that their right to privacy in electronic records may be subject to the College's obligation to respond to subpoenas or other court orders, reasonable discovery requests, and requests for documents pursuant to Commonwealth of Massachusetts laws. College administrative records are subject to public record requests, unless an express exception recognizes the confidentiality of the material. By statute, public records include all "records, documents, tape or other information, stored or preserved in any medium," whether generated by College administrators, faculty, or staff. Although it is the College's position that personal electronic files of faculty, staff, and students are not ordinarily to be considered "public records," users should be aware that a court of law, and not College officials, may ultimately decide such issues.

**D. Individual Responsibilities**

**D1. Use resources appropriately.** Uses that interfere with the proper functioning of the College's information technology resources are prohibited. Such inappropriate uses would include but are not limited to insertions of viruses into computer systems, tapping network or running a "sniffer" program, e-mail abuse, Internet abuse, chain letters, destruction of another's files, use of software tools that attack IT resources, violation of security standards, and the like.

Sending and receiving e-mail involves the same responsibilities and approach as would be used when sending or receiving any other form of communication - written or printed mail, fax, telephone call, etc. In general terms, anything that might be unacceptable, and possibly illegal, in other forms of communication will be equally unacceptable and possibly illegal online. E-mail abuse is defined as:

- Sending frivolous or excessive messages, including junk mail, “spamming”, chain letters”, and other types of unsolicited messages;
- Sending unauthorized broadcast or mass e-mail messages;
- Interfering with the normal operation and availability of electronic communication systems and services such as e-mail;
- Sending messages that contain offensive, obscene, or otherwise objectionable material.

Internet abuse is defined as use of College provided Internet services for viewing, sending, or retrieving any of the following:

- Pornographic material.
- Commercial or for-profit purposes.
- Personal and private enterprise.
- Personal advertisement or political lobbying.
- Actions that would destroy, modify, or abuse hardware and software.
- Actions that would overload the system bandwidth, such as the downloading of music files.
- Infiltration of a computer or computing system for any reason.

Roxbury Community College reserves the right to monitor Internet use, and determine if specific uses are consistent with these acceptable use practices. Users should also be advised that, in addition to being a violation of College rules, certain computer misconduct is prohibited under Massachusetts General Laws, c.266 subsection 33 (a) and 12 (f) and is, therefore, subject to criminal penalties. Such misconduct includes knowingly gaining unauthorized access to a computer system or database, falsely obtaining electronic services or data without payment of required charges, and destroying of electronically processed, stored, or in–transit data.

**D2. Respect the rights of others.** Interference with the ability of other users to make appropriate use of the resources is prohibited. Such inappropriate uses include, without limitation, invading the privacy of another's files or otherwise gaining unauthorized access to the files of another. Such uses would include but are not limited to denial of service.
attacks, misrepresentation, forgery, use of software tools that attack IT resources, and the like.

D3. Adhere to data access policies. Accessing restricted data without permission or need to know is prohibited. Where access to restricted data is permitted, use of such data shall be limited to the purpose for which access was authorized. Secondary use of College data subject to access restriction, without adhering to the restrictions, is also not permitted.

D4. Adhere to software licenses. Persons loading software on any College computer must adhere to all licensing requirements for the software. Except where allowed by College site licenses, copying software licensed for College use for personal use is a violation of this policy. Users are responsible for adhering to agreements for databases licensed by the College.

D5. Avoid personal use. Information technology resources, particularly e-mail, shall not be utilized for personal use, commercial gain, for charitable solicitations, for personal political activities, such as campaigning for candidates for public office, or for lobbying of public officials. For purposes of this policy, "lobbying" does not include individual faculty or staff sharing information or opinions with public officials on matters of policy within their areas of expertise.

D7. Use College name as authorized. Unless authorized to speak for the College, users should avoid creating the impression they are doing so. Users shall take appropriate steps to avoid the possible inference that communication of a message via the College e-mail system or posting to an electronic forum connotes official College authorization or endorsement of the message.

D8. Obey external laws. Information technology resources shall not be used in a manner that violates federal, state, or local law, including without limitation the federal requirement that the College provide employment and educational environments free from race-based or gender-based hostility, state criminal laws forbidding harassment, exhibition of obscene materials to minors, rental or sale of hard core pornography, official misconduct, computer crime, and federal and state copyright and fair use laws.

D9. Adhere to security requirements. Users will not share their network ID and password with any other user or unauthorized person on or off campus.

E. Administration and Enforcement

RCC’s Information Technology department is charged with communicating this policy to the user community to ensure the appropriate use of these resources. Requests for interpretation of the policy as applied to particular situations may be directed to the appropriate College administrator, such as the Office of Human Resources, IT, or to the Office of the Community College General Counsel.

Reports of apparent violations of the policy may be made to IT, to an employee's supervisor, the Human Resources Department or, in the case of a student, to the Office of the Vice President for Enrollment Management and Student Affairs. Where violations of law are alleged, College Security Office or the Office of the Community College General Counsel should be contacted. In most instances, concerns of possible violations of this policy will be addressed informally by discussion or admonition. Where sanctions are appropriate, they may include a formal reprimand, loss of user privileges for a definite or indefinite period, termination of employment, or, in the case of a student, probation, suspension, or expulsion from the College.

A Supervisor, Department Manager, Dean, or Vice President will address violations of this policy by staff members and have full authority to sanction an immediate stop to the actions in question. Appeals from any formal disciplinary action taken against a unit professional staff member will be governed by their specific contractual grievance procedure. The Complaint Procedure of the Board of Higher Education Non-Unit Professionals Personnel Policies will govern non-unit staff. The Vice
President of Enrollment Management and Student Affairs will address violations of this policy by students.

F. Disclaimer
The College makes no warranties of any kind, whether expressed or implied, with respect to the information technology services it provides. The College will not be responsible for damages resulting from the use of communication facilities and services, including, but not limited to, loss of data resulting from delays, non-deliveries, missed deliveries, service interruptions caused by the negligence of a College employee, or by the user’s error or omissions. Use of any information obtained via the Internet is at the user’s risk. The College specifically denies any responsibility for the accuracy or quality of information obtained through its electronic communication facilities and services, except material represented as an official College record. The College also does not accept responsibility for removing material that some users may consider defamatory or otherwise offensive. Users should be advised, however, that dissemination of such material may subject them to liability in other forums.

CORI Policy
In order for a student to be eligible to participate in an academic, community, or clinical program that involves potential unsupervised contact with children, the disabled, or the elderly, the student may be required to undergo a Criminal Offender Record Information (CORI) check and/or a Sex Offender Registry Information (SORI) check. Students found to have certain criminal convictions or pending criminal actions will be presumed ineligible to participate in such activities. The College is authorized by the Commonwealth’s Criminal History Systems Board pursuant to Massachusetts General Laws, Chapter 6, Sections 167-178B, to access CORI records. The College shall refer to regulations issued by the Commonwealth’s Executive Office of Health and Human Services, 101 Code of Massachusetts Regulations 15.00-15.16, as guidance when assessing a student’s CORI records. Sex Offender checks shall be performed pursuant to Massachusetts General Laws, Chapter 6, Sections 178C-178P.

SORI Policy
In addition to the review of student’s CORI for particular programs, Roxbury Community College may now also access a student’s Sex Offender Registry Information (SORI). For additional information or clarification, students should contact the Dean of their program.

For more information regarding the College’s CORI/SORI check process, please contact Human Resources, Administration Building, Room 313.

Sexual Harassment
Introduction
Roxbury Community College is committed to providing and promoting an educational environment and workplace that is free of sexual harassment. Sexual harassment of students or employees occurring in the classroom or the workplace is unlawful and will not be tolerated by the College. Any retaliation against an individual who has complained about sexual harassment or retaliation against individuals for cooperating with an investigation of a sexual harassment complaint is also unlawful. To maintain our goal of providing a workplace and campus that is free from sexual harassment, this policy provides a procedure by which inappropriate conduct will be dealt with, if encountered by students or employees.

Allegations of sexual harassment will be taken seriously, and will be responded to promptly. Complaints of sexual harassment and inappropriate conduct will be investigated in a timely manner and the College will act promptly to eliminate the conduct and impose such corrective action as is necessary, including disciplinary action where appropriate.

Definition of Sexual Harassment
In Massachusetts, the legal definition for sexual harassment is as follows: "sexual harassment" means unwelcome sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature when:

a. Submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of employment or as a basis for employment or academic decisions; or

b. Advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's academic or work performance by creating an intimidating, hostile, humiliating or sexually offensive learning or working environment.

Under these definitions, direct or implied requests by a supervisor or instructor for sexual favors in exchange for actual or promised job or academic benefits constitute sexual harassment.

The legal definition of sexual harassment is broad and in addition to the above examples, other sexually oriented conduct, whether it is intended or not, that is unwelcome and has the effect of creating a hostile, offensive, intimidating, or humiliating workplace or academic environment to employees or students may also constitute sexual harassment.

The following are some examples of conduct, which if unwelcome, may constitute sexual harassment depending upon the totality of the circumstances including the severity of the conduct and its pervasiveness:

- Unwelcome sexual advances -- whether they involve physical touching or not;
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life; comment on an individual's body, comment about an individual's sexual activity, deficiencies, or prowess;
- Displaying sexually suggestive objects, pictures, cartoons or images;
- Unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments;
- Inquiries into one's sexual experiences; and, Discussion of one's sexual activities.

All employees and students should take special note that retaliation against an individual who has complained about sexual harassment, and retaliation against individuals for cooperating with an investigation of a sexual harassment complaint is unlawful.

Complaints of Sexual Harassment

If any student or employee believes that he or she has been subjected to sexual harassment, the student or employee should file a complaint with the Vice President for Enrollment Management who is the Title IX Coordinator/Students, with the Chief Human Resources Officer, who is the Title IX Coordinator/Employees, or with any Campus Security Authority (CSA) listed on the RCC.edu web site.

Sexual Harassment Investigation

When a complaint or report alleging sexual harassment is received, the matter will be handled promptly with the goal of making the individual filing the complaint feel as safe and supported as possible during this process. The investigation will be conducted confidentially, to the extent practicable. If it is determined that a policy violation has occurred, prompt action will be taken to eliminate the offending conduct, and where appropriate, disciplinary action will be imposed. Such disciplinary action shall be consistent with the appropriate collective bargaining agreement, where applicable.

Disciplinary Action

If it is determined that a violation of this policy has occurred the College will take such action as is appropriate under the circumstances. Such action may range from counseling to termination from employment or expulsion from the College. Such disciplinary action shall be consistent with the appropriate collective bargaining agreement, where applicable.
**State and Federal Remedies**
In addition to the above, if you believe you have been subjected to sexual harassment, you may file a formal complaint with the governmental agencies listed below. Filing a complaint under this Policy does not prohibit you from filing a complaint with these agencies.

- United States Equal Employment Opportunity Commission ("EEOC")
  John F. Kennedy Federal Building, 475 Government Center, Boston, MA 02203
  1-800-669-4000

- Massachusetts Commission Against Discrimination ("MCAD")
  Boston Office: One Ashburton Place - Room 601, Boston, MA 02108
  (617) 994-6000

- The Office for Civil Rights, U.S. Department of Education
  Government Center, J.F. Kennedy Federal Building – Room 1875, Boston, MA 02203
  (617) 289-0111 – TDD: 877-521-2172