



# ROXBURY COMMUNITY COLLEGE

1234 Columbus Avenue, Roxbury Crossing, MA 02120-3400

## INFORMATION TECHNOLOGY RESOURCES POLICY AND USER AGREEMENT

All users of the College's information technology resources must agree to abide by this Policy.

**USERS:** Current faculty, staff, and students of the College are authorized to use the College's Computer Network and Services upon executing this User Agreement.

**INFORMATION TECHNOLOGY RESOURCES:** All Roxbury Community College Information Technology Resources, including but not limited to computers, printers, and other peripherals, programs, data, local and wide area networks, email, and access to the internet and world wide web,

**ACCEPTABLE USE:** Acceptable use of the College's information technology resources is restricted to usage for academic, educational or professional purposes which are directly related to official College business and in support of the College's mission and are not otherwise prohibited.

**USERS ARE PROHIBITED FROM USING COLLEGE INFORMATION TECHNOLOGY RESOURCES IN AN UNACCEPTABLE MANNER INCLUDING, BUT NOT LIMITED TO, THE FOLLOWING:**

- Viewing, downloading, storing, and/or transmitting sexually explicit, obscene, or child pornography materials;
- Recreational game playing and/or using gambling websites;
- Installing unlicensed software and/or downloading non-work related files onto the College's Computer System without written authorization.
- Disclosing User ID's to any other person;
- Decoding or attempting to decode passwords or access control information;
- Engaging in any activity that might be harmful to systems or to any information stored thereon, such as creating or propagating viruses, disrupting services, or damaging files.
- Making or using illegal copies of copyrighted software, storing such copies on the College Computer System, or transmitting said copies over the College's Computer Network.
- Wasting computer resources, including placing a program in an endless loop, printing excessive amounts of paper in student computer labs and classrooms and, distributing chain letters or engaging in an activity that is not consistent with this Policies' Acceptable Use provision.
- Engaging in any behavior that destroys, modifies or abuses hardware and/or software resources.
- In furtherance of any illegal act, including violation of any criminal or civil laws or regulations, whether state or federal
- For any commercial purpose, including but not limited to soliciting the purchase, sale, rental or lease of private personal property, goods, services, or real estate;
- Engaging in a non-college business or otherwise using the system for personal reasons.
- Intercepting, decoding, blocking, or interfering with any communication intended for other persons.

- No member of the community, under any circumstances, may use the College's computers or networks to libel, slander, or harass any other person. The following shall constitute computer harassment: (1) using the computer to annoy, harass, terrify, intimidate, threaten, offend or bother another person by conveying obscene language, pictures, or other materials, or threats of bodily harm to the recipient or the recipient's immediate family; (2) using the computer to contact another person repeatedly with the intent or effect of annoying, harassing, or bothering, whether or not any actual message is communicated, and/or where no purpose of legitimate communication exists; (3) using the computer to contact another person repeatedly regarding a matter for which one does not have a legal right to communicate, once the recipient has provided reasonable notice that he or she desires such communication to cease; (4) using the computer to disrupt or damage the academic research, administrative, or related pursuits of another; and (5) using the computer to invade the privacy, academic or otherwise, of another or the threatened invasion of privacy of another.
- For any political purpose not permitted under a collective bargaining agreement or contrary to any state or federal law (Please note that pursuant to Massachusetts Campaign Finance Laws, no governmental resources (including computers, fax machines, modems, printers, and/or copy machines) may be used by any person (including a public employee, whether during work hours or otherwise) in order to promote or oppose a political candidate or ballot question or for the purpose of disseminating materials that advocate a particular vote on a ballot question or a political candidate. Further, in addition to a prohibition of any type of political fundraising on State property, a public employee is further prohibited from soliciting or receiving, directly or indirectly, any contribution for any political purpose);
- Infringing on any intellectual property, copyright or trademark rights. Users are responsible for recognizing (attributing) and honoring the intellectual property rights of others.
- Engaging in academic dishonesty (plagiarism, cheating).
- Unless authorized to speak for the college, users must 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.
- Accessing restricted data without permission. In the course of performing job duties, RCC employees and other authorized personnel may have access to confidential data or proprietary information. Under no circumstances is it permissible to acquire access to confidential data unless such access is authorized. Under no circumstances may employees or other authorized personnel disseminate any confidential information that they have rightful access to without authorization.

**RESPONDING TO SECURITY AND ABUSE INCIDENTS:** If you suspect that there has been an abuse of this policy, including but not limited to, the security of any of the College's information technology resources, notify the employee's supervisor, the Human Resources department or, in the case of a student, the Office of the Vice President for Enrollment Management and Student Affairs. Where violations of law are alleged, the College Security Office should be contacted.

**NO EXPECTATION OF PRIVACY:** The College's Information Technology Resources are the property of Roxbury Community College and/or the Commonwealth of Massachusetts and are to be used in conformance with this Policy. Users of the College's information technology resources shall have no expectation of privacy over any communications, transmissions, e-mails or work performed using the College's information technology resources. Use of the College's Information Technology Resources constitutes express consent for the College to monitor and/or inspect any data that Users create or receive, any messages they send or receive, and any websites that they access, as well as monitor network activity in any form that the College sees fit to maintain the integrity of the network. The College retains the right to inspect and access any user's computer, any data contained on it, and any data sent or received by that computer, including, but not limited to, e-mails.

**NO WARRANTIES:** The College makes no warranties of any kind, whether express or implied, for the service it is providing. The College will not be responsible for any damages a User suffers. This includes loss of data resulting from delays, no-deliveries, services interruptions caused by the College's negligence or by the User's errors or omissions. Use of any information obtained via the Internet is as the User's own risk. The College specifically denies any responsibility for the accuracy or quality of information obtained through its services. Users need to consider the source of the information they obtain and consider how valid that information may be.

**INTERNET AND WORLD WIDE WEB ACCESS:** Use of the Internet or World Wide Web is governed by these policies. Users should be aware that the College is neither responsible for, nor maintains control over, any pages linked to its Web Site. Users of the Internet or World Wide Web are solely responsible for all materials viewed, stored, transmitted, or downloaded. Further, the College does not control, monitor, review, or restrict information accessed over the Internet or World Wide Web.

**EMAIL:** RCC issued email accounts to faculty, students, and staff will be the official electronic messaging system for all college-related electronic transmission.

**COPYRIGHT PROTECTION:** Computer programs are valuable intellectual property. Users are not permitted to use any software unless it is properly licensed to the College. In addition to software, legal protections can also exist for any information published on the Internet, such as the text and graphics on a web site. As such, it is important that Users respect the rights of intellectual property owners. Users should exercise care and judgment when copying or distributing information that could reasonably be expected to be copyrighted. Pursuant to the Digital Millennium Copyright Act, 17 U.S.C. §1203(i)(1)(A), Users who engage in copyright infringement shall, at a minimum, have his/her access privileges terminated.

**RESPONSIBILITY:** It is the responsibility of any person using the College's Information Technology Resources to follow this policy. The use of the College's Information Technology Resources is a privilege, not a right, and failure to observe this policy may subject Users to disciplinary action pursuant to collective bargaining agreements or other personnel policies, including, but not limited to, loss of access rights, expulsion from the College and/or discipline.