ACCEPTABLE USE OF COLLEGE COMPUTER EQUIPMENT AND SYSTEMS

E-610 AR
(also J-341.5 AR)

Computers and related computer systems owned by the College are to be used primarily for academic/instructional activities, administrative support and/or other official College business. Although incidental and occasional personal use of College computer equipment and infrastructure systems is allowed, such usage must not interfere with your work performance and must be limited. Use of College computer equipment and infrastructure systems, including electronic mail, is a privilege and not a right. As in the case of other College technology resources, computer equipment and systems are to be used in a manner that is responsible, ethical, and lawful.

Any use of College computer equipment and systems for illegal, unethical, or fraudulent purposes is prohibited. Displaying on College computer equipment or systems, or transmitting or distributing any material that is demeaning to persons of a particular gender, race, creed, ethnicity, disability, sexual orientation or other protected class as outlined in the College's affirmative action statement is considered harassment and is, therefore, prohibited. Using College computer resources to leverage social networking Websites (e.g. MySpace, FaceBook, Twitter, blogs, and wikis) to engage in prohibited activities addressed in this policy is prohibited.

Impermissible uses of the College's information technology (IT) resources include, but are not limited to, the following:

- Sending messages with the intent to frighten, intimidate, threaten, defame, abuse or harass another person.
- Sending messages while intentionally preventing or attempting to prevent the disclosure of one's own identity.
- Sending or participating in chain letters, pyramid schemes, gambling, or other illegal activity.
- Knowingly accessing, creating, saving, viewing, printing or downloading defamatory, abusive, obscene, pornographic, profane, sexually oriented, racially offensive, or any biased, discriminatory or illegal material not specifically related to an approved work activity.
- Soliciting the performance of any activity that is prohibited by law.
- Transmitting material, information or software in violation of any local, state or federal law.
- Conducting political activity.
- Distributing email promoting political or religious views or beliefs.

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- Conducting any non-governmental related fund raising or public relations activities (i.e., sending email messages soliciting funds for raffles or non-College fund raisers.)
- Engaging in any activity for personal gain.
- Using BTC systems or networks as a means to break into, or attempt to break into, other systems or networks.
- Intentional or negligent creation of or distribution of virus, malware, grayware.
- Probing, scanning, capturing data on the network or computers.
- Use of Peer-to-Peer applications for illegal sharing files and bandwidth exploitation (i.e., Napster, Aimster, Kaza, Chain-casting,etc.). Applications like these may infringe on copyright material and they can be used to gain unauthorized access to BTC network services.
- Using unauthorized CHAT or Instant Messaging programs on classroom or lab machines. Authorization must be pre-arranged in the classrooms and labs by the instructor.
- Attempting to gain root/administrator access or any other increase in privilege on any College system or peripheral.
- Disclosing any private information that is discovered, directly or indirectly, as a result of elevated administrative privileges.
- Taking actions that will modify or deny access to any data or service not "owned" by the user.
- Attempting to perform any unauthorized action or make any unauthorized use of any equipment belonging to BTC.
- Engaging in any activity that is in violation of any other BTC policy including, but not limited to, Board Policy I-120 (Intellectual Property) and Board Policy I-130 (Reproduction and Use of Copyrighted Materials).

Use of College-provided email and Internet for personal communications shall be comparable to what is allowed for personal local use of College telephones. Limited personal use of email/Internet is permitted as long as that use: 1) does not create undue cost to the College; 2) if used by employees, does not interfere with an employee's official duties; 3) is brief in its volume or frequency; 4) does not disrupt College business; 5) does not compromise the security or integrity of College information or software; and 6) is not otherwise prohibited by this policy or any other College policy or directive. College-provided email, Internet, and other computing

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resources shall not be used for private business activities or to solicit sales on behalf of for-profit entities.

All information technology resources, hardware, software, applications, data, email and Internet access are the property of BTC. Staff and students using these resources should not have an expectation of privacy or confidentiality regarding the use of IT resources or the documents, messages, or data created on such resources. The College reserves the right to monitor the use of software, email, Internet, data traffic volume, data type, directories, folders, or any IT resource in the ordinary course of business. All IT resources, including computers, applications, email, data and files that are related to BTC business activities are the property of BTC and could be subject to disclosure under open records laws. The College reserves the right to install equipment and software to enhance the security and reliability of the computer network, including but not limited to, monitoring, locking or blocking hardware/software and email and Internet filtering hardware/software.

The College reserves the right to monitor the computer system and computer network use and to keep and audit detailed records of computer sessions as well as the content of computer system and computer network storage. Records and traces may be recorded routinely for trouble-shooting, network performance monitoring, security purposes, auditing, and recovery from system failure or in response to a complaint to protect the College's and others' equipment and software from unauthorized use or tampering.

BTC provides reasonable security against intrusion and damage to files stored on the central computing facilities. BTC also provides limited facilities for archiving and retrieving files specified by users and for recovering files after accidental loss of data. However, BTC cannot be held accountable for unauthorized access by other users and is not liable for the inadvertent or unavoidable loss or disclosure of the contents of stored files. In addition, BTC will not accept responsibility for any materials (data, self-installed software, etc.) stored on desktop/laptop local hard drives. Employees are responsible for backing up or archiving any materials stored on local hard drives, including, but not limited to self-installed/loaded software.

In recognition of the unique requirements of certain educational programs, all faculty desktops/laptops are imaged with the default setting allowing certain elevated administrative rights. Settings on faculty laptops enable the following privileges, rights and functions at the local desktop/laptop level.

- Installation and/or modification of programs, including those supporting peripheral and systems devices on the local hard drive;

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- Ability to configure and connect to various resources including printers, scanners, fax machines, date, time, and power options, and other mobility resources on the laptop;
- Ability to stop and start system services which are not started by default on local machines;
- Installation of programs that do not modify operating system files or install system services on local machines.

The College will not support any hardware or software that is self-installed/loaded per the elevated administrative rights noted above. Employees exercising the above administrative rights are responsible for all backup and recovery of locally stored files, programs and settings. The above rights do not alleviate employees' responsibilities to ensure that all software is properly licensed and stored in the Information Technology Services department. If the exercise of the above rights results in a computer malfunction or interferes with normal work-related tasks or slowness or loss of performance to the College network, ITS staff may re-image the employee's computer to eliminate the offending software or settings. Employees are responsible for any self-installed/loaded software that may be removed during this process.

Unauthorized use of equipment or data or suspected violation of BTC computer usage policies should be reported to the Chief Information Officer. The Chief Information Officer will then notify the appropriate Vice President. Upon approval of the Vice President, incidents of suspected misuse will be investigated. Investigations may include the immediate suspension of the user's account and inspection of the user's email/Internet/network files, and other data and computer-assessable storage media on the account for evidence.

Staff members who knowingly engage in any activities that violate computer use policies may lose access privileges and/or may be subject to appropriate disciplinary actions, up to and including termination, in accordance with District policies and/or labor agreements.

Reference: District Board Policy C-200 – Employee Code of Conduct

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