

1.065 COMPUTER, NETWORK AND ELECTRONIC MAIL USE

Campus contact: Director of technology and Computer Services

POLICY:

The use of computers on campus must be consistent with the mission and goals of Centralia College.

PROCEDURE:

Guidelines for Appropriate Computer Use

1. Searching public catalogues, databases, and links placed on the College's website.
2. Searching public catalogues, databases, and links of other institutions using the College's home page.
3. Searching the Internet for study, research, and teaching.
4. Downloading legally obtained research onto a removable disk or a printer.
5. Doing assigned Centralia College coursework or performing tasks specifically associated with college employment.

Inappropriate Use: Listed below are some examples of activities NOT ALLOWED on computers on the Centralia College campus or facility.

Prohibited Activities on all college-owned or controlled computers. The following are examples of inappropriate uses. This list is illustrative and is not exhaustive.

- Hacking or use of protocol analyzers or 'sniffers'.
- Creating, disseminating or executing self-replicating or similar nuisance programs (e.g. virus, Trojan horse), whether or not they are destructive in nature.
- Use of any Centralia College computer not authorized for your use by your supervisor.
- Computer use that violates any municipal, state or federal law, regulation or statute.
- Use of public workstations which violate College Policies, such as destroying files, damaging equipment, removing memory chips, accessing confidential files, entering secured hard disks, changing established formats within computer hard disks.
- Using computers to act abusively towards others or to provoke a violent reaction, such as stalking, acts of bigotry, threats of violence, or other hostile or intimidating "Fighting words." Such words include those terms widely recognized to victimize or stigmatize individuals on the basis of race, ethnicity, religion, sex, sexual orientation, disability, and other protected characteristics.
- Posting of Web page material that violates the College's Student Code of Conduct, Center of Information Service (CIS) policy, and state and federal law. This includes posting information that is slanderous or defamatory in nature or displaying graphically disturbing or sexually harassing images or text on a public computer facility or location that are in view of other individuals.
- The Centralia College internet system shall not be used to transmit, receive, or store in any form data or documents where the content and/ or meaning of the message/ document or its transmission or distribution or display is likely to be deemed obscene, abusive, or highly offensive to anyone.
- Using the college computers for entertainment, except as directed by an instructor.

Restricted Activities on Library Computers: Use of library computers is a privilege and not a right. Therefore, use of computers in the library shall be exclusively reserved for uses that directly relate to the mission and values of Centralia College. Failure to do so may result in withdrawal of

computer use privileges and removal from the Library. In addition to the previously identified prohibitions, the following activities are prohibited on Library computers.

The following activities are prohibited before 1:00 PM:

- Use of word processing, notepad, spreadsheets, other local workstation applications on research designated machines
- Posting to newsgroups, listserves, other networked activities
- Use of personal CDs or floppy disks except to download files
- Interactive on-line communications: e.g., personal e-mail, chatlines, etc.

In times of heavy use, priority is given to:

- Use of the public catalogue, periodical indices, and other Library Webpage resources.
- Centralia College students
- College class-related research

Note: Librarians may need to ask users to give up computers to meet these priorities.

Use of computers by college faculty, staff members or others. Centralia College staff members must comply with Washington State Law RCW 42.52 known as the Ethics in Public Service Law. This law requires that all public staff members and state officials be accountable to the people and must consider this public accountability as a particular obligation of their public service using their official powers and duties and the resources of the state only to advance the public interest. This obligation requires that all faculty and staff members of Centralia College may not use state resources, which any computer operated by the college would be considered, for personal benefit or to benefit another person. This restriction does not prohibit the use of public resources to benefit others as part of a College faculty, staff member or officer's official duties.

Consequences of Misuse

Persons alleged to have violated this policy may be subject to Centralia College's disciplinary procedures and policies, including but not limited to the Student Rights and Responsibilities Code, non-discrimination and sexual harassment policies. For employees of the College, disciplinary action will be taken in accordance with applicable contracts, college policy and state personnel regulations. The College will make every effort, where appropriate, to resolve allegations at an informal level agreeable to all affected parties.

Additionally, users found to have violated this policy or other appropriate college policies, municipal, federal or state laws or regulations may have their computer use privileges withheld, denied or removed, in addition to possible other sanctions such as removal from the library, or suspension or dismissal from the college.

Questions

Copies of the Student Conduct Code are available from the Student Services Offices. Copies of the Sexual Harassment Policy and Discrimination Complaint Procedures are available from the Human Resources Office and the Student Services Offices. The College reserves the right to pursue civil or criminal action when appropriate.

1.095 E-MAIL ACCEPTABLE USE POLICY

Campus contact: Vice President, Finance and Administration

POLICY:

The use of the Centralia College mail systems shall be solely for facilitating the exchange of information consistent with the purposes, objectives and mission of Centralia College.

Users of the Centralia College mail systems shall promote efficient use of the campus networks to minimize, and avoid if possible, creating congestion within or upon the networks thereby interfering with the work of other users of the networks. Further, users of the Centralia College mail systems shall respect the rights and property of all others and shall not improperly access, misappropriate or misuse the information/files of other users.

Every effort will be made to insure the privacy of individual accounts, however; under special circumstances, to resolve technical problems, prevent misuse of the system, or investigate illegal activity, personnel authorized by the system administrators may access accounts. Additionally, absolute security cannot be assured and unauthorized or accidental access to an account is possible, as is the interception of electronic messages.

The Centralia College mail systems shall not be used to transmit in any form (e.g. text, images, sound) data or documents where the content and/or meaning of the message or its transmission or distribution would violate any applicable law or regulation.

The Centralia College mail systems shall not be used to transmit in any form (e.g. text, images, sound) data or documents where the content and/or meaning of the message or its transmission or distribution is likely to be deemed obscene, abusive, or highly offensive to recipient(s).

The Centralia College mail systems shall not be used for commercial purposes unrelated to College functions.

When using the Centralia College mail systems for reaching recipients and services beyond the Centralia College local area networks themselves (i.e., Internet), users shall apply the Centralia College Network and Electronic Mail Acceptable Use Policy.

With advice/recommendations from the Technology Committee (and its subcommittees), and ratification by the College Council, the system administrators are responsible for the modification and distribution of this Acceptable Use Policy.

Violations of this policy could result in the withdrawal of use privileges, discipline, and/or termination of employment.

Guidelines for E-Mail were developed to guide staff as they create e-mail messages, and these guidelines were distributed in March 1995. Copies of the Guidelines can be obtained in the Computer Services Office.

[Recommended: College Council February 21, 1995; Approved: President]