

GRAYS HARBOR COLLEGE  
Operational Policy

Subject: Acceptable Use of Electronic Resources

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Operational Policy 800

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Freedom of inquiry and access to information are fundamental to the development of our society, and are the right of all students, faculty, and staff. On-line electronic resources provide an exceptional opportunity for the promotion of intellectual inquiry, comprehensive information gathering, and awareness of global diversity through world-wide communication and exploration.

On-line resources such as the Internet can be used to educate, to inform, to communicate and to entertain. As a learning resource they are similar to books, magazines, video, DVD, and other information sources. Students, faculty, and staff have access to other individuals, government documents, social and scientific data, library indexes, and many other types of information.

It is the intent of Grays Harbor College to make on-line resources available to students and staff in order to promote personal growth in information gathering techniques, critical thinking skills, and communication skills. These sources exist in a fluid environment. The information which is available is constantly changing. Therefore the availability of on-line resources does not indicate endorsement of their contents by College officials.

### **Purposes**

Grays Harbor College makes information technology resources (including, but not limited to, computer facilities and services, computers, networks, electronic mail, electronic information and data, and video and voice services) available to faculty, students, staff, registered guests, and the general public to support the educational and service missions of the college.

Grays Harbor College computing and network resources are to be used only for college-related instruction, learning, enrichment, dissemination of scholarly information, and administrative activities. The computing and network facilities of the college are limited and should be used wisely and carefully with consideration for the needs of others. Computers and network systems offer powerful tools for communications among members of the community and of communities outside the college. When used appropriately, these tools can enhance dialog and communications. When used unlawfully or inappropriately, however, these tools can infringe on the beliefs or rights of others.

The use of college information technology resources for private business or commercial activities (except where such activities are otherwise permitted or authorized under applicable college policies), fundraising or advertising on behalf of non-college organizations, or the reselling of college information technology resources to non-college individuals or organizations, and the unauthorized use of the college's name, are prohibited.

### **POLICY**

Grays Harbor College reserves the right to monitor its information technology resources and to take appropriate action to protect the integrity of its computing systems, workstations, and lab facilities in accordance with existing procedures and any notification requirements. Information technology resources will be used according to state laws and guidelines.

### 1. Intent

Grays Harbor College provides information technology resources to support the instructional and administrative activities of the institution. These resources are intended for the sole use of college faculty, staff and other authorized users. It is the policy of the College to maintain access for its community to local, national, and international sources of information and to provide an atmosphere that encourages access to knowledge and the sharing of information. It is expected that College information technology resources will be used by members of the College community with respect for the public trust through which they have been provided and in accordance with policy and regulations established by the College and its operating units.

### 2. Scope

In this policy, information technology resources include but are not limited to host computer systems, web sites, desktop computers and workstations, communications networks, electronic software, electronic hardware, library automation systems, multi-media equipment, electronic data, computer files, video networks, telephones, voice mail, e-mail, and internet resources operated by or for the benefit of the students, faculty, and staff of the College. The use of these resources is a privilege, not a right. It is the user's responsibility to use these resources in a manner that is efficient, ethical and legal.

All users shall strictly adhere to both the letter and spirit of this policy which is provided to insure a predictable, secure computing environment for all users. Failure to comply with the regulations set forth in this policy may result in loss of access to College information technology resources, and administrative, civil and criminal action under Washington State or federal law.

### 3. General Provisions

- a. College information technology resources are to be used only for authorized educational and business purposes. It is the obligation of College employees to be aware of the governing law, rules, and guidelines set forth in Chapter 42.52 RCW, Ethics in Public Service Act and WAC 292-110-010, Use of State Resources.
- b. If your access to information technology resources is protected by a personal password, you are not to make this password available to others, or allow others to use your password-protected account, either purposefully or by omission. You may not allow someone else to give his/her password to you, or attempt to find out the password of another user, or aid such attempt by any other person. In some instances, shared accounts may be established to allow collaboration, in which case a password may be shared.
- c. You may not interfere with the use of information technology resources by any other authorized user, or compromise the confidentiality of the College's internal business practices or records.
- d. You may not use College information technology resources to send, receive, or display information including text, images, or voice that is sexually explicit, or constitutes discrimination or harassment. "Sexually explicit material" is defined in RCW 9.68.130, but exempts authorized study and research in the areas of art, health, and science. Policies related to discrimination and harassment are specifically addressed in the Grays Harbor College Board Policies and Operational Procedures manual and are incorporated herein (see 625).
- e. You may not examine copy, alter, rename, or delete the files or programs of another user without the user's permission. System administrators may, as a requirement of system maintenance, delete files that are determined to be non-essential.

- f. You may not forge any electronic message or engage in any other fraudulent activity using College information technology resources.
- g. You may not subvert or attempt to subvert, or assist others to subvert, the security of any information technology resource; or otherwise interfere with the legitimate operation of any information technology resources whether internal or external to the College (hacking).
- h. The use of software or hardware devices designed to capture or examine network data (protocol analyzer or “sniffer”) is restricted to authorized College staff for the purpose of network maintenance and instruction. Unauthorized use of such software or hardware devices is expressly forbidden.
- i. You may not use College information technology resources to create, disseminate, or execute a self-replicating or similar nuisance program (e.g. virus, worm, trojan horse, e-mail bomb, spamming), whether or not it is destructive in nature.

#### 4. Copyrights/Patents

It is the employee’s responsibility to be informed of copyright and patent law as it applies to computer software and other materials that you may access using College information technology resources. If you infringe on any material that is protected by copyright/patent without proper authorization, you may be subject to criminal and/or civil penalties. A formal copyright/patent declaration need not be in evidence for legal copyright/patent protection to be in force.

#### 5. External Networks and Computing Resources

If you use College information technology resources to access external networks and information technology resources, you agree to comply with the policies of those external networks and computing resources. Specifically, you agree to comply with the K-20 Network Conditions of Use and Acceptable Use Policies ([http://www.k12.wa.us/EdTech/K-20Network/pubdocs/K-20\\_AUP.doc](http://www.k12.wa.us/EdTech/K-20Network/pubdocs/K-20_AUP.doc)).

#### 6. Personal Use.

Personal use is allowable only if:

- a. There is little or no cost to the state;
- b. Any use is brief in duration, occurs infrequently, and is the most effective use of time or resources;
- c. The use does not interfere with the performance of the officer’s or employee’s official duties;
- d. The use does not disrupt or distract from the conduct of state business due to volume or frequency;
- e. The use does not disrupt other state employees and does not obligate them to make a personal use of state resources; and
- f. The use does not compromise the security or integrity of state property, information, or software; and only if the officer’s or employee’s agency has adopted a policy governing Internet access that is consistent with WAC 292-110-010.

With respect to your use of the Internet, the following disclaimer is made:

Internet access is provided solely to support the educational objectives of the College. In order to utilize our limited resources for the maximum benefit of the campus community, the College reserves the right to limit the availability or restrict access to specific Internet services (i.e. social media, streaming video or audio, newsgroups, Internet Relay Chat, talk, etc.). In short, the College

is not an Internet Service Provider and has no obligation to provide you with specific Internet services or unlimited access.

For those that want or need Internet services beyond the level of access provided by the College, there are several commercial Internet Service Providers in the community that provide varying levels of service for a fee.

#### 7. Privacy

Pursuant to the Electronic Communications Privacy Act of 1986, Title 18, United States Code, Sections 2510 and following, notice is hereby given that there are no facilities provided by Grays Harbor College for sending or receiving confidential messages. Users must be aware that electronic messaging systems may not be secure from unauthorized access and should not be used to deliver confidential information.

Authorized College staff, with due regard for the right of privacy of users and the confidentiality of their data, have the right to suspend or modify access to information technology resources, examine files, passwords, printouts, tapes, and any other material which may aid in the investigation of possible abuse. Any such investigation must be specifically authorized by the President of the College or designated representative. Whenever appropriate, the cooperation and agreement of the user will be sought in advance. Users are expected to cooperate in such investigations when requested to do so. Failure to cooperate in the investigation of possible abuse may result in suspension of access to computing resources.

**Monitoring of Electronic Messaging Systems.** Grays Harbor College will monitor electronic messages only under the following guidelines:

- a. The implementation, operation, and maintenance of electronic message systems requires monitoring the flow, not the specific content, of electronic messages by the Chief of Information Technology and his/her staff. (See Washington State Executive Order 91-10.)
- b. Given sufficient cause, messages may be monitored to prevent misuse of the system, or during the course of investigations of illegal or inappropriate (as defined by this policy) activity.

#### 8. Disclaimer

The college accepts **NO RESPONSIBILITY** for any damage to or loss of data arising directly from or incident to the use of Grays Harbor College information technology resources, or for any consequential loss or damage there from. It makes representation of **NO WARRANTY**, express or implied, regarding the information technology resources offered, or their fitness for any particular use or purpose.

#### 9. Agreement to Comply

You implicitly acknowledge, by continued use of information technology resources, your agreement to comply with all published policies governing the use of College computing resources.