

Administrative Policy:		Use of College Electronic Information Resources	Policy Number:	AP 3725
Applicable regulations - Federal/State/Board/College		ORS 341.290 NWCCU Standard 2.G.5		
Accountable Administrator:		Chief of Finance and Operations	Position responsible for updates:	IT Support Manager
Original Date:	10/7/19	Executive Team approval date:		
Date Posted on Web:		Revised:		Reviewed:

Purpose/Principles:

This statement establishes measures for the protection of, access to, and acceptable and responsible use of Oregon Coast Community College's electronic information resources (EIRs). EIR's include, but are not limited to email, voice mail, fax, telephone, interactive television (ITV), copiers, printers, computers and associated storage devices.

The electronic information resources at OCCC are to be used in a manner that supports the educational mission of the college. By mission and policy, OCCC encourages learning, research, creativity, teaching, and the free exchange of ideas in a climate of openness and sharing.

Electronic information technologies are an important set of tools in this effort. Users must show respect for College property, consideration of others, responsibility for actions, and authorized and efficient use of College resources. EIR's must be used in compliance with international, federal, state, and local laws and for College-related purposes and activities as defined by custom, contract, and board policy and procedure.

OCCC cannot guarantee that messages or files are private or secure. All data and software housed on college EIRs becomes the property of OCCC within license and copyright restrictions and must comply with contract agreements between OCCC and its employee associations.

Users shall be responsible for messages that they transmit through the College's EIRs and shall obey the acceptable use policies of the Internet and any rules of discussion forums in which they participate. Fraudulent, harassing or obscene messages and/or materials as defined by contemporary court decisions are not to be sent or stored.

Authorized OCCC employees will be granted access by the Human Resources Department (HR). HR will contact the Help Desk and request an authorized account for each employee. A work order will be issued for the Help Desk to set up the requested account for that employee.

OCCC constituents may utilize open computer laboratories and library public access EIRs in accordance with the principles and rules spelled out in this document.

Security of data and information stored on OCCC EIRs is essential. Authorized users are responsible for ensuring that unauthorized access and use is not allowed on EIRs under their responsibility.

Departmental servers may be authorized for use once a completed Departmental Server Authorization Form has been received and approved by the IT Support Manager. Unauthorized servers will be removed from the network.

Acceptable Usage:

In order to make possible the widest use of these important technologies, a set of shared understandings and rules is necessary. In general, the same ethical conduct that applies to the use of all College facilities applies to the use of electronic media. Users must show respect for college property, consideration of others, responsibility for actions, and authorized and efficient use of college resources. In addition, users of EIRs must have a basic understanding of the role of the law regarding copyright and other legal issues.

1. College EIRs must always be used in compliance with all international, federal, state, and local laws.
2. EIRs are to be used through authorized accounts. Users must not share their authorized accounts with others in a manner that jeopardizes the security or integrity of the EIR. All violations of this policy will be treated as the sole responsibility of the owner of that account.
3. Users must respect the privacy of others by not inspecting, broadcasting, or modifying EIRs assigned to individuals without permission.
4. OCCC's EIRs must be used for college-related purposes and activities as defined by custom, contract and board policy, although occasional personal use is permitted.
5. The College cannot guarantee that messages or files are private or secure.
6. Network and system utilization activity may be monitored for purposes of maintaining system performance and security.
7. All data must be treated as confidential unless designated or authorized for public release. Data will generally be shared among those users whose work can be done more effectively by knowledge of such information unless prohibited. Access to data is not approval for its use outside an individual's official College responsibility.
8. No one shall deliberately attempt to degrade the performance of an EIR or block access to others. No one shall knowingly introduce invasive computer software such as viruses on media that are brought into the college.
9. All data and software housed on college EIRs must comply with contract agreements between OCCC and its employee associations and must comply with federal and international copyright law.
10. Users shall be responsible for messages that they transmit through the college's EIRs and shall obey the acceptable use policies of the Internet and any rules of discussion forums in which they participate. Fraudulent, harassing or obscene messages and /or materials as defined by contemporary court decisions are not to be sent or stored.
11. Information that is published electronically using World Wide Web, Kiosks, Bulletin Board Systems, or similar electronic applications for broad general consumption outside of the College shall be subject to the same standards as conventional publications with respect to the representation of the College.
12. All OCCC-related material shall be approved by the appropriate administrative office for content, format, and authorized location prior to publication.
13. Servers or workstations action as servers will only be used with the prior authorization of the Information Technology department.

Failure to abide by this policy may result in temporary or permanent denial of access to OCCC's EIRs. Punitive or legal action may also be taken by the appropriate administrative or judicial body in accordance with College policies and bargained agreements.

Definitions:

Electronic Information Resources (EIRs): All electronic hardware, software and associated data that support the following: administrative information systems, desktop computing, library automation; multi-media, data video and voice networks; electronic mail (e-mail), Internet access; modems; scanners; telephone systems; voice mail; and any other functionality purchased and/or contracted for by the college.

User: Any person authorized to use the college's electronic information resources.

Authorized Accounts: Username/password pairs or similar codes or code devices such as copy cards that allow a person access to an EIR.

Authorized Location: EIRs that have been approved for the storage and delivery of OCCC- related content.

Server: A server is a general-purpose computer system that is running one or more applications that allow remote access to data or remote control of the system. This includes, but not limited to computers running PCAnywhere, Remote Desktop, VNC, or Timbuktu.