

Category: Operations

Policy Title: Computer Usage

Policy Statement: As an educational institution, GCCC seeks to provide a learning environment that encourages the free exchange of ideas and the sharing of information. Such an environment includes usage of up-to-date computing and information technology resources providing access to local, national and international information sources. Access to GCCC computing and information technology resources is a privilege and GCCC expects all users to use such resources in a responsible manner.

There should be no expectation of privacy by the user of any technology on the college campus, on technology owned by the college or in the course of conducting college business.

Procedures:

Prior to use of college computers, networks, internet and electronic mail, the employee desiring to use such services shall have a signed employee Acknowledgement GCCC Policy form on file in the GCCC Human Resources office. An employee who declines to sign the form shall be denied access to the above services. In the event an employee declines to sign the form, it may be determined that the employee cannot perform the basic functions of their position without computer access and may result in reassignment or termination.

The personal use of GCCC computers and storage is prohibited. This includes pictures, videos, personal documents or any other files that are not directly related to the performance of the employee's job duties.

The following policies, rules and conditions apply to all users (hereinafter "Users") of GCCC computing and information technology resources². Additional policies from departmental systems within the College may also apply. Violations of these policies are unacceptable, unethical and possibly unlawful. Violations may result in disciplinary measures that may include immediate revocation of access, termination of employment or student status and/or legal action.

1. Computing and information technology resources provided by GCCC are made available to students, faculty, staff and others primarily as tools for enhancing and facilitating learning, teaching, scholarly research, communications and the operation and administration of the College. Uses which are not directly related to these purposes will be considered secondary activities and should such secondary activities in any way interfere with the activities primary to the operations of GCCC, they may be terminated immediately.

2. Computing and information technology resources are the property of GCCC and should be used for the primary purpose of benefiting, enhancing and furthering the mission of the College as set forth by the Garden City Community College Board of Trustees.

3. Each User is solely responsible for the usage incurred at a workstation and individuals with an assigned account may not share the account or permit others to use. If the User believes that an

unauthorized person[s] may have used the assigned account, the User should contact the Department of Information Technology immediately. Leave the affected device in its current state, do not shut it off or reboot it, if either of these is done, all evidence of the unauthorized use could be lost. Users, who intentionally abuse accounts and privileges, degrade system performance, misappropriate computer resources or interfere with the operation of the College's computing and information technology resources are subject to disciplinary actions pursuant to established College procedures, up to and including termination of employment or student status, revocation of patron usage rights. Upon termination of enrollment, employment, or revocation of patron usage rights, account access will be immediately terminated.

4. Users must abide by and comply with all applicable software licenses, GCCC copyright and intellectual property policies, and applicable federal and state laws. It is the policy of GCCC to respect copyright and license agreements as specified by federal and state laws. Users of computing and information technology resources have the responsibility to use the resources in an ethical and legal manner.

5. Users shall not intentionally seek, provide or modify information in files or programs, or obtain copies of files or programs belonging to other computer users without permission. This includes all system files and accounts.

6. An account and a password are intended as entrance keys to the College's computing and information technology resources. They should not be used by anyone other than the assigned user.

7. The College's computing and information technology resources are not to be used for the transmission of commercial or personal advertisements, solicitations, promotions, destructive programs, political material or other unauthorized purposes or uses.

8. Users should refrain from acts that waste College resources and from usage that prevents others from using the College's computing and information technology resources in accord with this policy.

9. Users shall not intentionally develop or use programs that infiltrate the College's computing and information technology resources and/or damage the software or hardware components of said resources.

10. College computing and information technology resources will not be used for private or commercial gain. The posting of chain letters, representing oneself electronically as another user, or configuring hardware or software to intentionally allow access by unauthorized users are prohibited and will lead to appropriate disciplinary action.

11. The use of the College's computing and information technology resources to send, upload, download, post, transmit or store fraudulent, harassing, sexually explicit or pornographic materials (unless reasonably related to a faculty member's or students research), child pornography (as defined by state or federal law), profane, libelous, threatening, intimidating or other unlawful messages is specifically prohibited.

12. Access to the College's computing and information technology resources at any given time cannot be and is not guaranteed. While reasonable efforts will be made to provide access, Users must understand that access will sometimes be down due to power failures, system testing, maintenance and other special circumstances as determined by Department of Information Technologies with consideration for the affected users and or areas.

13. The College employs various measures to protect the security of its computing and information technology resources and its User's accounts. However, Users should be aware that the College cannot guarantee security and confidentiality and that their use of College computing and information technology resources is not completely private.

14. Users should understand that delivery of E-mail cannot be assured and that recovery of lost E-mail may not be possible.

15. Users should understand that authorized College personnel must have access to E-mail and related information including but not limited to documents stored on College computing and information technology resources. This access is required for reasons that include retrieving business-related information, trouble-shooting hardware and software problems, preventing unauthorized access and system misuse or abuse, assuring compliance with software distribution policies and complying with legal and regulatory requests for information.

16. Users should understand that while the College does not routinely monitor individual usage of its computing resources, the normal operation and maintenance of the College's computing and information technology resources require the backup and caching of data and communications; the logging of activity; the monitoring of general usage patterns; and other such activities that are necessary for the rendition of service. The College may also specifically monitor the activity and accounts of individual users of College computing and information technology resources, including individual login sessions and the contents of individual communications, without notice to the User; provided, however, that any such individual monitoring must be authorized in advance by the Director of Information Technology in consultation with the appropriate Vice President of the individual being monitored and the College's General Counsel.

17. Users should understand that the College, in its discretion or as required by law, judicial or regulatory order, may disclose the results of any general or individual monitoring, including the contents and records of individual communications, to appropriate College personnel or law enforcement agencies and may use those results in appropriate College disciplinary proceedings.

18. Users should understand that communications made using College computing and information technology resources are considered to be non-confidential communications and that they should have no expectation of privacy regarding such communications. Such communications may be subject to disclosure through legal proceedings and/or may also be subject to access and disclosure pursuant to the Kansas Open Records Act.

19. By using College computing and information technology resources, individuals and other entities agree to abide by all applicable policies and procedures adopted by the College, the

Kansas Board of Regents, the state of Kansas, and the usage guidelines of other networks linked to the College's computing and information technology resources.

20. Without permission from the Director of IT, users may not connect personally owned devices to the College's computing and information technology resources, with the exception of “thumb drives”, “pen drives” or other portable memory devices. Most software updating and firm ware upgrading processes are automated and can cause damage to personally owned devices. GCCC will not be responsible or liable for any costs associated with the repair or replacement of any personal devices damaged as a result of being connected to the College's computing and information technology resources. GCCC will not be responsible or liable for any personal devices that are lost or stolen while on GCCC property.

21. Users must obey all directions from authorized GCCC personnel.

¹For purposes of this policy, GCCC computing and information technology resources are used for the electronic transmission of information, and, include, by way of illustration and not limitation, telecommunications, wireless transmissions, all equipment (including laptop computers, tablets, smart devices, cellular phones, printers, scanners, cameras, etc), software, networks, Internet access, data and modems provided by or otherwise made available through GCCC, whether leased or owned, and located in campus library, computing centers, college and departmental computer labs, public access computers, student residence halls and remote centers.

²Access to the GCCC Ethernet backbone is provided for the use of currently enrolled students (limited), currently employed faculty and staff, and certain other designated affiliated users (patrons).

Contacts: Director of Information Technology

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