

<b>Title</b> :	<b>Directives Concerning Use of EAC Computer Equipment, Programs or Accounts, Including Access to Network Resources by Use of Such Equipment, Programs, or Accounts</b>	
<b>Number</b> :		<b>2260.02</b>
<b>Approved</b> :		<b>07/01/03</b>
<b>Reference</b> :		

EAC seeks to make access to computer technology available to all students, faculty, staff and guests who use equipment, facilities, and systems appropriately and responsibly. This regulation addresses the use of networked computer technology at EAC as well as the use of any EAC computer or equipment containing electronic information.<sup>1</sup> In addition, these directives apply to privately owned computer equipment if connected through EAC programs or accounts or if used to access network resources.

Network access yields a vast, diverse and unique educational resource to members of the EAC community. Along with the privilege extended to certain EAC employees, students, and guests to utilize EAC equipment, programs, or accounts to obtain and exchange information on the network, however, comes the responsibility to use EAC computer equipment and resources reasonably, responsibly and in a manner that promotes the educational goals of the College. Failure to comply with this regulation may be grounds for revocation of that privilege as well as for disciplinary action, up to and including dismissal, or criminal charges, or both. EAC reserves the right to allocate and restrict access to computing resources for the benefit and protection of the institution.

Users should understand that electronic mail (e-mail) or other information that is electronically transmitted, received, or stored is not private. Persons operating and maintaining EAC’s computer systems have access to information transmitted, received or stored on these systems. A system administrator in the course of routine maintenance may see the content of electronic messages. In addition, electronic messages are stored in files and these are transferred to tape during the course of system backups. The contents of these files and the copies saved to tape are subject to the same rules outlined in this and other policies governing computer technology.

The College allows its e-mail system and personal World Wide Web pages to be used by employees for reasonable and limited personal use. Personal use must conform to this regulation. If in doubt, please contact the World Wide Web Coordinator with specific questions.

System administrators, in the course of their responsibilities may have to examine files in order to diagnose or solve problems or gather evidence of violation of EAC regulation. EAC reserves the right to examine, edit or remove any material that violates EAC policies or regulations or monitor any activity involving College systems, including the Internet or Intranet. EAC reserves the right to monitor or access all information stored or maintained on its computer systems. Monitoring or intrusion into user files must be in compliance with EAC regulation. If such monitoring reveals possible evidence of criminal, illegal or other prohibited activity, system personnel may provide the results to the Executive Vice President or law enforcement officials.

The user assumes all responsibility for each assigned account or computer equipment. This includes assuring that unauthorized persons do not use assigned accounts or systems. Passwords or access codes are the property of EAC and may not be shared with others. Users may only access data, e-mail, data transmissions, network resources or computer equipment for which they have authorization. Users may not conceal their identity in any electronic communication.

All users should save local copies of their work files, including web pages and e-mail, in case of accidental removal.

EAC makes absolutely no warranties of any kind, neither expressed nor implied, for the services it is providing. The College is not responsible for loss of documents, data, or personal information as a result of system failure, hardware malfunction or faults incurred by the network or computing resources, or for any other loss incurred for any reason. The College is not responsible for any damage or loss to personal computing hardware or software incurred while using any College resources, facilities, or services.

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<sup>1</sup> Networked computer technology refers to any access to the Internet or District Intranet resources. The Internet includes the World Wide Web and any of EAC’s proprietary pages. District Intranet resources is defined as any form of electronic information stored on any server or computer connected to the College network that needs to be shared between two or more EAC community members.



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While using any such EAC owned or maintained computer equipment or resources, an EAC employee, student or guest shall not knowingly or intentionally:

1. Transmit, publish, display, retrieve, record or store any information or material in violation of state or federal law. This includes, but is not limited to, actions that would be in violation of laws protecting copyrights, trademarks or other intellectual property.
2. Transmit, publish, display, retrieve, record or store any information or material that is obscene, profane, physically or sexually abusive, sexually explicit, or that describes or displays males or females in a state of undress or engaging in conduct that would be considered inappropriate for general public viewing or general viewing in the workplace. If an employee believes that an exception to this restriction is appropriate given the employee’s particular research or job task, the employee shall request and receive written approval, in advance, from the employee’s immediate supervisor for a specific exception from the application of this directive.
3. Transmit, publish, display, retrieve, record or store information or material that reasonably could be construed to create a hostile or offensive work or educational environment for members of a particular sex, religion, race or ethnic background. For example, sexually inappropriate screen savers or wallpaper that might create an offensive workplace for others are prohibited on EAC equipment.
4. Engage in conduct reasonably likely to disrupt use of the Internet or Intranet or use of other EAC computer equipment or resources by others. This includes conduct known by the employee, student or guest to be contrary to accepted and reasonable rules of network etiquette when accessing EAC computer systems. Measures will be taken to protect the quality of service to others.
5. Use EAC computer equipment or resources for a commercial or political purpose distinct from the employee’s specific job function at EAC, unless expressly authorized in writing by the Executive Vice President or other personnel designated by the College President.
6. Engage in conduct reasonably likely to compromise any system security device or security program.
7. Engage in conduct reasonably likely to harm or destroy data or software or to harm or destroy computer equipment. Introduction of a virus or other software that will maliciously interfere with the normal operation of the hardware or software is strictly prohibited.

Finally, it is the institution’s intention that the above restrictions be applied consistently but reasonably. There is no intention to hamper appropriate educational research and discourse. If an employee, student, or guest has any question about whether a certain activity is or is not prohibited by the above directives, or if the employee, student or guest believes that an exception to any of the above restrictions is warranted, that employee, student, or guest should seek advice concerning the issue, or request an exception from application of a specific directive, from the Executive Vice President or other personnel designated by the College President.

Requests for unofficial College Internet/Intranet postings via the World Wide Web or links to other servers are to be directed to EAC’s World Wide Web Coordinator. Process guidelines governing unofficial College Internet/Intranet postings via the World Wide Web or links to other servers include:

- A. College committees, organizations and groups may be granted the privilege of posting pages that:
  1. are consistent with the public, non-profit educational mission of the College, and
  2. meet the technical specifications of the system, and
  3. are in compliance with College regulations and state and federal laws.
- B. Groups and individuals seeking the privilege should contact the World Wide Web Coordinator in writing and provide the following information:
  1. An outline of the proposed page(s) including addresses of proposed links and samples of graphics or photos.



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- 2. A justification for why the page is requested or how it might serve the EAC community.
- C. The World Wide Web Coordinator will seek approval through designated channels if all requested documentation has been provided.
- D. Those groups granted the privilege of posting pages must have designated a College employee to act as liaison and responsible party to ensure that all College policies, regulations and applicable laws are understood and followed. Identity of the designated employee will be provided when notification of proper approval is made. Content must be reviewed and approved before an initial link to the page or pages is provided.
- E. The originating party is responsible for maintaining links, updating and maintaining appropriate and timely content and ensuring that any changes conform to College policies, regulations and applicable laws. If the approved page(s) are found at any time to contain inappropriate or outdated content or are in violation of College regulation, no advance notice will be given before removing links to the page or groups of pages until the originating party can show compliance to college guidelines and regulation.
- F. Parties granted the privilege of posting pages or links to pages included on college servers may not receive advance warning when the servers are brought down for maintenance, repairs, backups or any other reason deemed necessary by appropriate College administrators.
- G. EAC reserves the right to prohibit elements on unofficial pages that it deems inappropriate as outlined in this regulation. This includes text, graphics or links to third-party pages. Unofficial pages may also be required to display a disclaimer provided by the College.

