

Bates Technical College

Information Technology Acceptable Use Policy

Consistent with policy adopted by the Board of Trustees, Bates Technical College, hereinafter referred to as “the College”, has a commitment to: provide access to current information technologies that support the training of students in workforce skills, enhance communications among college staff and the trustees, and improve the efficiency of college operations.

Access to modern information technology is essential to the pursuit and achievement of excellence throughout the College mission. Access to systems, software, and internal and external data networks is important to all members of the College community. To protect that access all members of the College community who use the College’s computing equipment and network resources must act responsibly. Users and system administrators must guard against misuse that would affect services, both at the College and on networks that can be reached from the College.

The College shall provide, within allocated resources, a comprehensive range of appropriate technologies to support a wide range of instruction and learning and to allow the College constituents to interact in learning environments independent of time or place. The College shall also make use of appropriate technologies for the efficient management and administration of College internal and external business and operations.

I. Definitions

- A. “College Community” includes students, staff, faculty, administration, and the trustees.
- B. “Data Network” is a group of two or more computer systems linked together.
- C. “Download” refers to copying data from a main source such as a bulletin board service, mainframe or network server to a peripheral device such as a personal computer or printer.
- D. “Electronic Messaging” includes but is not limited to, electronic mail (e-mail) systems which store and transmit typed communications, voice mail systems which store and transmit voice communications, facsimile and imaging equipment which store and transmit images, transmission of messages over the Internet, and similar systems.
- E. “Electronic Publications” are documents that are stored on computers that represent the college, programs, departments, offices, services or other units and are accessible within the college or are publicly accessible.

- F. “File” refers to a discrete collection of data or information, stored on a computer or network device, including but not limited to text files, program files, and directory files.
- G. “Hardware” refers to components such as disks, disk drives, display screens, keyboards, monitors modems, printers, boards, and chips.
- H. “Information Technology” is the broad subject concerned with the electronic tools, including but not limited to personal computers, computer networks, and telecommunication networks, used to manage and deliver information.
- I. “Information Technology Department” is the functional area of the College responsible for the research, management, and operation of informational delivery systems such as computer, telecommunications and video teleconferencing networks.
- J. “Network/Computing Resources” include but are not limited to personal computers, servers, the cable and electronic infrastructure, and the bandwidth (the amount of data that can be transmitted in a fixed amount of time) that can run across it.
- K. “ON-line Data Base” refers to a structured collection of data that is accessible and retrievable through a direct and real time connection to a computer system.
- L. “Software” includes the operating system and all the utilities that enable the computer to function, and programs that do real work for users such as word processors, spreadsheets, and database management systems.
- M. “Systems Administrators” refers to staff responsible for managing computer and telecommunications networks. Responsibilities include:
- Security: Ensuring that the network is protected from unauthorized uses.
 - Performance: Eliminating impediments in the network.
 - Reliability: Ensuring the network is available to users and responding to hardware and software malfunctions.
- N. “Systems Management” concerns configuring and managing network resources.
- O. “Upload” refers to the transmission of data from a personal computer to a bulletin board service, mainframe, or network server.

II. General Information

A. Application of Policies

The provision and use of computing, networking, and electronic messaging privileges is governed by College policies as well as those applicable policies and standards implemented by the State of Washington, or other governmental authorities. The primary responsibility for the management and use of information, information systems, telecommunications, equipment, software, and services rests with the College President, or designee. [RCW 43.105.017, 041]

B. Institutional Purposes

Use of computing and electronic messaging resources is for purposes related to the College mission. All users may utilize these resources only for purposes related to their College studies, instruction, duties as employees, official business with the College, and other College – sanctioned activities as specified in the State ethics laws. [RCW Chapter 42.52, RCW 43.105.017, WAC 292.110.010 and others]

C. Copyright

The College utilizes a wide variety of software, with a wide range of license and copyright provisions. Users are responsible for complying with the license and copyright provisions of the software that they employ. No software copy is to be installed, made or distributed by any user without a prior determination that such an activity is in fact permissible. All users must respect the legal protection provided by copyright and license to programs and data, including protections extended to those materials which may be found on the network and Internet. The Information Technology Department will maintain licenses of software and on-line databases obtained through college system negotiated agreement. Other divisions and departments are responsible for maintaining the records of software and on line database licenses applicable in their labs or areas, as well as departmental or specific software that is placed on the network for their specific use. [RCW Chapter 19.24 and others] [Title 17 US Code]

D. Right to Privacy

The College will, insofar as possible, respect the privacy of the user's files or electronic messages. However, all files and electronic communications are subject to inspection in the course of investigating misconduct or criminal activity, at the request of the appropriate departmental supervisor, as the result of a court order, or to investigate whether they are the cause of network difficulties. Bates staff, charged with the responsibility for maintenance of the integrity and security of computing and electronic messaging systems, are

permitted to copy or move network stored user files for routine backups and preservation.

E. Access to Data and Telecommunications Systems

Access to data and telecommunications services shall be granted to specific users upon the written consent of their departmental supervisors. The services include access to College networks and servers, electronic messaging, and the State SCAN system.

F. Computer Access

Computers are College resources, and as resources their use may be allocated to serve the greatest needs of the College. Computer facilities are not for use by the public, and are to be used only for college related activities. General purpose computers are made available to College students who have current student validation, and have acknowledged lab procedures. The general student population may not use specific labs that are designed to support specific classes or college functions.

Computers in specific classrooms, office's or other non – public areas are not intended for general access. Unauthorized use of computers or computer in equipment is prohibited. The college does not make computers available for public use.

G. Network Resources

When computing and network resources are overburdened, the Director of Information Technology or their designee will determine priorities among services and uses, depending on the need and number of users affected.

H. Operational Limits

Computer systems administrators have discretion to set and revise reasonable usage priorities and operational policies (such as hours of operation, usage time limits, populations to be served,etc.). They may also set such routine as may be reasonably necessary for the operation of their systems or facilities. Food and beverages are not permitted in computer labs.

I. Systems Security

The college will make reasonable efforts to ensure systems and file security.

J. Information Technology Acquisitions

All acquisitions for information technology purchases that involve hardware, software, or any associated support technology must receive prior approval from the Director of Information Technology to ensure the proposed acquisition will fulfill college requirements and standards.

III. Usage

Computing resources should be used appropriately in accordance with the high ethical standards of the College community as described in College publications. Additionally, all uses of College networks and equipment must comply with the standards of State ethics laws and use policies. Any College network shall not be used to transmit or receive any communication and any form, or store any file, that could be found to be obscene, abusive, or highly offensive by prevalent college in community standards. College computing resources shall not be used for commercial purposes or personal gain. [RCW Chapter 42.52 and others]

Specifically, users of College technical resources are obligated to conform to the following procedures:

- A. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, whether on College campuses or elsewhere, without permission
- B. Users may not represent themselves as others in electronic transmissions.
- C. In accordance with Board policies on sexual harassment and nondiscrimination, users shall not develop or implement programs or communications to harass other users or that create a hostile work or learning environment, either on the college campuses or elsewhere. [RCW 4.24.405, RCW 9A.36.080 and others]
- D. Users shall not intentionally use college resources to impair the use or operations of any computing system. Users may not capture, record, or monitor any traffic on any network in an attempt to violate the system or security, or to gain access to private communications. [RCW 9.26A.100 and others]
- E. Users shall not attend to damage, or alter without proper authorization, technological resources.
- F. Users may not physically connect any equipment to the College network without Information Technology Department authorization. Users may not reconfigure or reconnect College systems or equipment without Information Technology Department authorization.

- G. Users may not move any computer equipment within the campus without following established inventory procedures. Students are not allowed to move equipment unless employed by the college for that purpose. College equipment may not be removed from one campus location to another without proper authorization in writing from the Vice President, Director, or Associate Director supervising the department responsible for the equipment. In some cases, this permission will not be granted due to gift or grant restrictions.
- H. Users may be asked to move from workstations, PC's, terminals, and computer facilities in order to maximize use, maintain equipment or according to the college schedule.
- I. Users are expected to respect property rights. Users may not upload, download, store, or transmit any materials and violations of copyright laws. [RCW Chapter 19.24 and others] [US Code Title 17]

IV. Electronic Messaging

Electronic messaging services are important resources for instructional and administrative communications and essential element in the college's day-to-day activities.

A. Purposes for Use

College messaging services may only be used for College related purposes. Any matter created, received, or store in or sent from college electronic messaging systems is the property of the college. [RCW Chapter 42.52]

B. Prohibited messages

Electronic messaging services may not be used for the transmission of information that promotes:

- a) Discrimination on the basis of race, creed, color, gender, religion, disability or sexual orientation;
- b) Sexual harassment;
- c) Copyright infringement;
- d) Personal political beliefs;
- e) Personal business interests;
- f) Personal religious beliefs;
- g) Non college related commercial purposes;
- h) Political lobbying;
- i) Any unlawful activity.

All material entered within the electronic messaging systems becomes the property of the college. The College reserves the right to audit any account

without the knowledge or authorization of the user. [RCW 7.42.010, RCW 4.24.405 and others]

C. Messaging System Disruptions

- a) Unauthorized access to any messaging system is prohibited.
- b) Knowingly performing an act, which will interfere with the normal operation of information technology facilities or services, is prohibited.
- c) Knowingly running or installing on any system or network, or giving another user a program intended to damage or place excessive loads on systems or networks is prohibited.

D. Security and Confidentiality

The College will attempt to provide electronic messaging systems to provide confidentiality and safeguards against unauthorized access and other security violations.

V. Use of Computing Resources for Electronic Publications

The quality of information published by the College plays an important role in maintaining the strong reputation and image of the college. This procedure sets minimal standards that are meant ensure that information published electronically is visually appealing, well-written and follows the same high standards as other forms of published information.

- A. Electronic publications created using College or other state resources may only be used for approved, official college – related activities.
- B. Electronic publications must follow all applicable local, state and federal laws and college policies and standards regarding nondiscrimination, libel, copyright, licensing restrictions, offensive material, visual identity, etc.
- C. Official College electronic publications are those which represent the college, programs, departments, offices, services, or other units, as well as officially registered student, faculty or staff organizations and are assessable within the college (such as on the Intranet) or are publicly accessible (such as on the Internet).
- D. Official College electronic publications are subject to the same policies and standards as other College communications.
- E. All of official college electronic documents will include, at a minimum, the standard College logo, the date of the last revision, the name and contact information to the person responsible for maintaining the information in the

document, and if appropriate, a link to the official College homepage. The College's Public Affairs Office has oversight responsibilities for all College electronic publications and will use established additional procedures relating to developing, publishing and maintaining official College electronic publications.

- F. It is the intention of the College that official electronic publications be constructed in such a manner as to enable persons with disabilities to obtain essential information from that publication. The College Special-Needs Coordinator will be responsible for developing procedures related to this process, including provisions for maintaining and updating any accommodations necessary to be in compliance with ADA standards.

VI. Adjudication, Enforcement and Sanctions

A. Responsibility

The principal responsibility for investigation of suspected noncompliance with the provisions of this procedure rests with the President or designee.

B. Rights

The investigation of alleged to or suspected non-compliance with policy or procedure is to be conducted with due regard for the rights of all the users.

C. Suspended Service

The technical support staff from the College Information Technology Department may suspend service to users without notice when it is necessary to the operation or integrity of the system or connected networks. Cessation of service, whether by network disconnection or disablement of log-in capability, shall be utilized in preference to file inspection when remedying or a investigating instances of alleged disruption.

D. File Contents

File contents may become known during the course of systems operations or maintenance. Suspect files may be examined if they are causing network difficulties.

E. Violations

Violation of the procedures described herein for legal and ethical use of computing resources will be dealt with in a serious manner. Individuals accused of violation will be subject to the established disciplinary and grievance procedures of the College and, in addition, the loss of computing privileges may result. Illegal acts involving College computing resources may also be subject to prosecution by local, state and federal agencies in ensuring

that users of the College computer network are in compliance with appropriate laws and regulations.

VII. Limits of Liability

Bates Technical College makes no warranties of any kind, expressed or implied, that the functions or services provided through Bates network system will be error free or without defect. The College is not responsible for any damages users may suffer, including, but not limited to, the loss of network services or access. The College is not responsible for the accuracy of any information obtained through or stored on the College network system or computers.

Approved by President Quasim 3/12