

Clackamas Community College

Code: **IIBGA-AR**
Revised/Reviewed: 8/22/06
Orig. Code(s): AR 721-001

Electronic Communication Systems Use

Purpose

In support of its mission of teaching and community service, the College provides access to computing and information resources for students, faculty and staff within institutional priorities and financial capabilities. The Electronic Communication Systems Use policy contains the governing philosophy for regulating faculty, student and staff use of the system's computing resources. It spells out the general principles regarding appropriate use of equipment, software, networks and data. In addition to this policy all members of the College community are also bound by local, state and federal laws relating to copyrights, security and other statutes regarding electronic media and communications.

Definitions

"Electronic Information Resources (EIRs)," including, but not limited to, 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 (Email), Internet access, modems, scanners, telephone systems, voice mail, copy machines, fax machines, electronic publications including video, websites or any similar electronic based functionality.

"User" is any person authorized to use the College's electronic information resources.

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

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 should 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, as well as College policy, procedures and guidelines.
2. In accordance with Oregon electronic discover law and the Oregon Revised Statutes 192.410 to 192.505, it is recognized that all records on College computers and other EIRs are the property of the College and available to public review upon formal request.
3. Personal devices used to access college EIRs including, but not limited to email, are subject to electronic discovery laws; international, federal, state and local laws, as well as College policies, procedures and guidelines where applicable.

4. The College has the right to monitor and review any and all aspects of College owned or managed EIRs including, but not limited to, e-mail, voice mail, file structures and the files contained therein.
5. The College cannot guarantee that messages or files are private or secure.
6. EIRs are to be used through authorized accounts. Users are prohibited from sharing their authorized accounts with others. Users are prohibited from using the authorized account of another to access College computers, systems or any EIRs.
7. The College EIRs must be used for College related purposes and activities as defined by custom contract and Board policy. Within reason, occasional and incidental personal use is permitted, when such use does not generate direct cost for the College. Any such occasional and incidental use for personal nonbusiness, charitable or coursework is subject to supervisory approval and the provisions of this policy. Creation and forwarding of noncollege business e-mail including advertisements, chain mail, solicitations, promotions, political material, etc., are not allowed.
8. All data must be treated as confidential unless designated or authorized by the appropriate office for public release. Access to data is not approved for its use outside an individual's official college responsibility.
9. No one shall deliberately, or negligently act to, degrade the performance of any EIR or block access to others.
10. Users shall be responsible for all messages that are transmitted from their authorized accounts 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, stored, printed or displayed on College equipment.
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. Guidelines for presentation and maintenance of web pages as developed by the web-steering committee will be used by all departments.
12. No one shall knowingly delete data from electronic files, records or reports except as prescribed by an individual's official College responsibility.

Failure to abide by this regulation may result in temporary or permanent denial of access to the College'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.

Approved by President's Council: _____
(Date)

Corrected 11/16/11; Corrected 3/19/12; Corrected 4/03/12; Corrected 4/12/12; Corrected 4/18/12; Corrected 5/08/12