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

Electronic ~~Information Resources~~Communication System Use

(On Hold for IT review)

~~This statement establishes measures for the protection, access, responsibility and acceptable use of Clackamas Community~~the College's electronic information resources ~~communication system~~. The electronic information resources ~~communication system~~ at ~~CCC~~the College are to be used in a manner that supports the educational mission of the ~~c~~College. ~~CCC~~The College, by mission and policy, encourages learning, research, creativity, teaching, and the free exchange of ideas in a climate of openness and sharing.

~~DEFINITIONS:~~**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, web~~-~~sites, or any similar electronic based functionality.

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

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

~~ACCEPTABLE USAGE:~~**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 ~~c~~College facilities applies to the use of electronic media. Users must show respect for ~~c~~College property, consideration of others, responsibility for actions~~,~~ and authorized and efficient use of ~~c~~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.

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. Users must not use ~~c~~College EIRs to make unauthorized entry to other EIRs inside or outside of the ~~c~~College.

3. Users must respect the privacy of others by not inspecting, broadcasting~~,~~ or modifying EIRs assigned to individuals without permission.

4. ~~CCC~~The College EIRs must be used for ~~c~~College related purposes and activities as defined by custom, contract and ~~b~~Board policy. Within reason, occasional personal use is permitted.

5. The ~~c~~College cannot guarantee that messages or files are private or secure.

6.   Mass electronic mailings and voice mail messages to the campus must have ~~D~~dean approval.

7.   All levels of users are expected to ensure that:

   a.   ~~a) t~~The integrity of information is preserved through access controls, data custodianship assignments~~,~~ and attention to accuracy;
   b.   ~~b) s~~System capabilities can be reestablished within an appropriate time frame upon loss or damage by accident, malfunction, breach of security~~,~~ or natural disaster; and
   c.   ~~c) a~~Actual or attempted breaches of security can be detected promptly. Network and system utilization activity will be monitored for purposes of maintaining system performance and security.

8.   All data must be treated as confidential unless designated or authorized by the appropriate office for public release. Unless prohibited data will generally be shared among those users whose work can be done more effectively by knowledge of such information. Access to data is not approval for its use outside an individual's official college responsibility.

9.   No one shall deliberately attempt to degrade the performance of any EIR or block access to others.

10.   No one shall knowingly introduce invasive computer software such as viruses.

11.   All data and software housed on ~~c~~College EIRs must comply with contract agreements between ~~CCC~~the College and its employee associations, and comply with federal and international copyright law.

12.   Users shall be responsible for all messages that are transmitted from their authorized accounts through the ~~c~~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 ~~c~~College equipment.

13.   Information that is published electronically using World Wide Web, Kiosks, Bulletin Board Systems~~,~~ or similar electronic applications for broad general consumption outside of the ~~c~~College shall be subject to the same standards as conventional publications with respect to the representation of the ~~c~~College. Guidelines for presentation and maintenance of web pages as developed by the web steering committee will be used by all departments.

14.   No one shall knowingly delete data from electronic files, records or reports except as prescribed by an individual's official ~~c~~College responsibility.

15.   Users that download copies to local desktop workstations or make printed copies of data assume the responsibility for the security of the data on the workstation.

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

Approved by President's Council: _____
(Date)

Corrected 11/16/11