

Clackamas Community College

Code: IIBGA-AR

Revised/Reviewed:

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 **and contract agreements between the College and employee associations.**
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~~ **will** deliberately, or negligently act to, degrade the performance of any EIR or block access to others.
10. Users ~~shall~~ **will** be responsible for all messages that are transmitted from their authorized accounts through the College's EIRs and ~~shall~~ **will** 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 **or distributed electronically utilizing websites, social networking or any media type for broad general consumption outside of the College will be subject to the same standards and guidelines for publications and web pages as defined by the Office of Public Affairs.** ~~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~~ **will** 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)

<h1>Clackamas Community College</h1>

Code: **KG-AR(1)**

Revised/Reviewed: 8/06

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AR 715-005

Facilities Use and Term Conditions

Need confirmation that titles and publications for 'guidelines' used throughout are current.

Facilities Use Philosophy

The College encourages the use of its facilities by the community when such use does not conflict with the accomplishment of the College's mission.

General Terms and Conditions

1. All activities scheduled on College campuses must be scheduled through the appropriate department as listed in the *CCC Scheduling Guidelines*. Fees will be charged for public use of space as per the facility fee schedules maintained by Facility Reservation Department, Athletic Department; and Harmony and Wilsonville Scheduling areas.
2. Use of College facilities are assigned on a priority basis as follows^{*1}:
 - a. First priority is assigned to the College events scheduled through the annual programming schedule;
 - b. Second priority is assigned to all other College activities;
 - c. Third priority is assigned to non-College facility users on a first-come, first-served basis.
3. Non-College facility users may not schedule facilities more than 90 days in advance of the event with the following exceptions:
 - a. The Gregory Forum building may be reserved one year in advance after the college's annual calendar is established;
 - b. The Niemeyer Center may be reserved one year in advance for cultural events and activities after the College's annual calendar is established.
4. The College reserves the right to restrict facility scheduling during peak times of the College term or when the College is officially closed.
5. Large capacity (50+ seating) facilities or multi-room requests may not be scheduled on a regular basis without prior approval. For conference room reservations, refer to the *Conference Room Use Guidelines*.
6. The College reserves the right to relocate or cancel activities scheduled at College facilities.

¹Priority of use for Niemeyer Center defined in *Niemeyer Center Use Guidelines*. Priority of use for athletic areas defined in *Gym Guidelines*.

7. When the eCollege closes due to adverse weather conditions, all events and activities will be canceled.
8. Facilities scheduled outside staffed building hours will require the presence of a college representative. Additional charges will apply if extra staffing is required for coverage. If the nature of the event or activity deems it necessary, a group may be required to name the eCollege as an additional insured on an existing certificate of insurance, or purchase a certificate of insurance naming the eCollege as insured during the time of the event.
9. The eCollege does not guarantee availability of facilities, food; or services for more than 5% percent over the estimated number of activity participants. Total number of participants may not exceed room fire code capacity.
10. Alcohol is prohibited on campus except at eee Foundation sponsored events where prior permission has been granted (sSee AR 409-001 administrative regulation JFCH/JFCI-AR - Alcohol and Other Drugs). ~~The use of tobacco products is prohibited inside all buildings and within 25 feet of all building entrances.~~ Smoking on College premises is restricted to designated outdoor smoking areas. All other tobacco use is prohibited.
11. Vehicle drivers must comply with college traffic and parking regulations as indicated by campus signs or as directed by eCollege public safety personnel. Tickets will be issued for violations (see AR 407-003 See Board policy ECD - Motor Vehicles Code).
12. College facilities may not be used to conduct or promote private schools, business opportunities; or sale of merchandise for private gain. However, a business may participate as an element of a eCollege-sponsored activity, i.e., a trade show or club fair. College employees will not use eCollege facilities to conduct private business except as outlined in the vendor guidelines. *(Do we have vendor guidelines?)*
13. Tables used for promotional purposes or the sale of merchandise are restricted to the Community Center building (refer to the eCollege's Vendor/Information Distribution/Posting Guidelines**²) unless part of a nonprofit or eCollege-sponsored event.
14. Advertising copy for non-eCollege functions which use the eCollege's name must have prior approval by the facility reservations specialist and the Ppublic Aaffairs office.
15. Weddings or receptions will not be scheduled November through March. *(Why these months?)*
16. The following conditions apply regarding facility use in and about college buildings:
 - a. Furniture will only be moved by the custodial staff. Once a set up is completed as per request, there will be no major revisions. If a facility user changes a furniture setup and custodial staff are required to restore the furniture to the original setup, a charge will be assessed for custodial time.

²Other documents referred to in this regulation are located at the Ffacility Rreservation Ddepartment.

- b. College premises and property will not be marred or defaced in any manner. College decorations, notices, etc. that are in place on or about college buildings may not be removed. Tape will not be placed on building floors, windows; or on painted surfaces; nails, screws, tacks, etc., will not be driven into building surfaces. See *Signage and Posting Guidelines* for further information**.
 - c. The college will not be responsible for decorations left by a facility user after an event.
 - d. All decorations must meet Clackamas County Fire Codes.
17. Directional signage pertaining to events will be limited to those made and installed by campus services. Signs may be ordered through the facility reservations department. All other signage is subject to the campus *Signage and Posting Guidelines* ².
 18. No moving-vehicle events will be scheduled on college campuses.
 19. No camping on college campuses.
 20. To maintain compliance with Clackamas County food handling regulations and the current food service provider contract, food sale and/or service to public and student populations must be provided through one of the following means:
 - a. ~~1-~~Current contracted concessionaire;
 - b. ~~2-~~Delivered and setup by outside food vendor in accordance with the current food services contract;
 - c. ~~3-~~Barbeque coordinated and supervised by ~~the College student activities office~~.
 21. Facility use is restricted to reserved facilities only (including all outdoor space). Any changes must be approved by the facility reservations specialist. Any non-emergency aircraft landing must reserve outdoor space through the campus' facility reservation. The Orchard Parking lot will serve as the designated landing area for the Oregon City Campus.
 22. Extraordinary requests will be reviewed for approval by the facility reservation department or referred to the appropriate administrator if necessary.
 23. Public forum activities, such as noncommercial public interest groups or petitioners must occur outside of campus buildings, no closer than 25 feet from all building entrances. Petitioners must present identification and register with the facility reservation department before beginning solicitation activities. Activities must occur during regular college hours, defined as when regular classes are in session. During term breaks, activities must occur within regular college hours.

Individuals or groups conducting public forum activities that result in a substantiated complaint will be given one warning. Should the nature of the complaint warrant or the individual refuse to register with the facilities department, the college reserves the right to require a group or individual to immediately vacate college premises. Public forum activities may not occur in the parking lots, athletic areas; or on walking trails.

Noncommercial public interest groups or individuals are also welcome to participate in Community Fair Day. Activities within campus buildings must fall within *Vendor and Facility Use Guidelines*^{**2}.

Distribution of printed materials must fall within *Posting Guidelines*^{**2}. Use that anticipates a draw of 25 or more people at any one time, is located in the sunken courtyard area, or requires the use of a PA public address system or musical instruments will need to be scheduled through the Facility Reservation Department.

24. Events and activities that include animal participation must occur out-of-doors, and will require prior approval. Activities open to the public that include animal participation will require handwashing stations. Search and rescue training activities involving dogs, with prior approval from the facility reservations department, may be allowed inside of buildings with the exception of Randall Hall. Pets are not allowed inside of eCollege buildings as per AR 717-009 Board policy ING - Animals in College Facilities.
25. Charitable gaming within the context of fundraising on campus requires prior approval. All other gambling activities are prohibited.
26. Any solicitation outside of existing guidelines and regulations is prohibited on campus. See *Vendor Guidelines*.

Fiscal Policies

1. Non-eCollege facility users will be charged for expenses related to personnel and equipment required to conduct the activity plus appropriate fees for the specific facility used. The current fee schedule will apply to non-eCollege facility users.
2. Facility fees and charges are due and payable five (5) working days prior to the event. A \$15 (*Is this amount still current?*) service charge will be applied to any account not paid by the close of the month following the event.
3. If a facility reservation is canceled, the event planner will be liable for any and all expenses incurred by the eCollege in preparation for their event.
4. If the eCollege closes due to adverse weather conditions, any monies paid to the College for canceled events will be refunded.
5. All payments to be made payable to Clackamas Community College, 19600 S. Molalla Avenue, Oregon City, OR 97045 and mailed to the appropriate reservation department with signed agreement. Payment may be made by check, money order; or ~~VISA~~ major credit card. Please note event name, date; and location on payment.
6. The facility user hereby agrees to indemnify, defend and protect the college against; and hold and save harmless from any and all claims, demands, suits, liability, damages, loss, costs, attorney fees and expense of whatever kind of nature which may arise out of any action or failure to act of the facility user, including but not limited to claims of damage to the person or loss of property of any

person invited by or permitted by the facility user upon the premises, or from or out of any damage, loss, harm; or injury to the person or any property of the facility user or any of her/his representatives.

~~*Priority of use for Niemeyer Center defined in Niemeyer Center Use Guidelines. Priority of use for athletic areas defined in Gym Guidelines.~~

~~**Other documents referred to in this regulation are located at the Facility Reservations Department.~~

~~PUBLIC SPEAKERS APPEARING ON CLACKAMAS COMMUNITY COLLEGE CAMPUSES~~ **Public Speakers Appearing on College Campuses**

Speakers appearing on Clackamas Community College campuses whose presentation is open to the public are subject to Clackamas Community College's Facilities Use Terms and Conditions **this administrative regulation**, as is any individual, group or organization using eCollege facilities (see AR717-003).

~~USE OF COLLEGE FACILITIES AND EQUIPMENT FOR PERSONAL GAIN~~ **Use of College Facilities and Equipment for Personal Gain**

As public employees of a tax supported political sub-division, it is expressly prohibited to use eCollege facilities, equipment or employed paid time for personal gain. Any such violations may be grounds for immediate disciplinary action including dismissal and/or criminal prosecution, if appropriate. See *Vendor Guidelines* for process addressing sale of items by employees on campus outside of paid time.

Approved by President's Council: _____
(Date)

Corrected 11/16/11

Code: **KGB-AR**
Revised/Reviewed: 04/10/07
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Removal/Exclusion of Person(s) from Campus

Campus Use Philosophy

Persons who disrupt the College mission by a violation of College policy, regulation, local jurisdiction law or ordinance, or state law may be removed or excluded from the campuses of the College.

Definitions:

Non-enrolled persons: A non-enrolled person is a person not currently enrolled in classes at the College.

Students: A student is a person currently properly enrolled in classes at the College.

Rule

A distinction is made between the exclusion/removal of non-enrolled persons, temporary exclusion of students, and the academic suspension of students through student discipline.

STUDENTS:

Temporary or Summary Suspension; or Exclusions of Students:

The summary suspension or temporary suspension of students is administered by and through the student disciplinary process as covered in the Student Code of Conduct as found in the CCC, Student Handbook. However, at times and under certain circumstances, it will be necessary to temporarily exclude a student from campus(es) as a method to insure the safety of the campus community.

In the event a student is accused of a person crime, a felony crime, or a property crime in which the College is the victim, a Campus Safety Officer may exclude the student for a specific period of time to the next business day. The student will be issued a Notice of Exclusion and will be directed to contact the associate dean of their academic discipline for review of the allegation.

In addition to the Notice of Exclusion, the Campus Safety Officer will write a report providing full detail as to the nature of the crime that lead to the Notice of Exclusion being issued. The Campus Safety Officer will forward the report to the Director of Campus Safety for review who will ensure the report is delivered to the appropriate associate dean for their academic determination of suspension.

NON-ENROLLED PERSONS

A non-enrolled person may be removed/excluded from the College and all of its campuses for violation of College policy, regulations, local ordinance, or state law. **If the person is an employee, the Dean of Human Resources will be notified and if a policy/ regulation has been violated the dean will approve or deny the recommendation to serve the Notice of Exclusion.** The person being excluded will be issued a written Notice of Exclusion which will list the policy, regulation, ordinance, or law that is the basis of the exclusion. The written exclusion will list the length of time the person is being excluded from the College based on the lengths/violations listed below. Also on the written Notice of Exclusion will be a statement as to how the individual may appeal the exclusion order. Additionally, the written Notice of

Exclusion will have written on the notice a warning that violation of the Notice of Exclusion will subject the excluded person to arrest for violation of ORS 164.245, Criminal Trespass in the Second Degree. **If an employee is covered under a collective bargaining agreement in which violations of College policy, regulations, local ordinance, or state law are addressed, the collective bargaining agreement governs.**

1. The length of the exclusion will be based on the reason for the violation. The lengths will not exceed the specified period for each of the following:
 - a. Violation of a College policy or regulation: Thirty (30) days.
 - b. Violation of a local ordinance: Ninety (90) days.
 - c. Violation of an Oregon Revised Statute (ORS) violation: One hundred and eighty (180) days.
 - d. Violation of an ORS misdemeanor: One (1) year.
 - e. Violation of an ORS class C felony: Two (2) years.
 - f. Violation of all other ORS felonies: Five (5) years.
2. **Appeal:**
 - a. Appeals must be in writing and submitted to the Director of Campus Safety within ten (10) days of the date of issuance of the exclusion. The appeal must explain why the exclusion should be voided or why the length of the exclusion reduced.
 - b. The Director of Campus Safety will respond to the written appeal within ten (10) days of the receipt of the appeal. If the appeal is upheld, the appellant will be notified of the outcome and the Notice of Exclusion will be removed from the Department of Campus Safety's files. If the appeal is denied, the reason(s) for the denial will be given and the appellant will be notified that they may make a formal written request for review if it is submitted within ten (10) days of the date of the denial of the appeal by the Director of Campus Safety. The request for review must be submitted to the Vice President of Campus Services who will have final review authority on any appeals.