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**ACCEPTABLE USE OF INFORMATION TECHNOLOGY RESOURCES**

This procedure is designed to state the acceptable use of computer systems, networks, and other Integrated Technology resources at Southwestern Oregon Community College.

The College community is encouraged to make use of Information Technologies in support of educational and administrative purposes. The College supports access to information with numerous views for the interest, information, and enlightenment of students, faculty, and staff.

Consistent with this document, the College supports the use of Integrated Technology resources in a manner that recognizes both the rights and the obligations of academic freedom.

The College recognizes the importance of copyright and other protections afforded to the creators of intellectual property. Users are responsible for making use of software and other Integrated Technology resources in accordance with copyright and licensing restrictions. Using Integrated Technology resources in a manner violating these protections, or furthering the unauthorized use or sale of protected intellectual property, is prohibited and against the law. Violation of this could result in criminal prosecution.

The College cannot protect individuals against the receipt of potentially offensive material. Those who use electronic communications occasionally may receive material they might find offensive. Those who make personal information available about themselves through the Internet or other electronic media may expose themselves to potential invasions of privacy.

Integrated Technology resources are provided to support the College's scholarly, educational, and administrative activities. Integrated Technology resources are limited, and should be used wisely and with consideration for the rights and needs of others. Unless written proof of need for scholarly activities can be provided, transmission or display of pornography is expressly prohibited.

Users are expected to use computer and network resources in a responsible manner. Users should take appropriate precautions to ensure the security of their passwords and prevent others from obtaining access to their computer resources.

It is illegal to share or use files, software and other work creations that are protected under copyright law, without explicit permission from the copyright holder. This includes, but is not limited to all copyrighted audio, video and game files, and published software that is licensed. Users who violate copyright laws may be subject to College disciplinary action and/or prosecution under state and federal guidelines.

Users may not encroach on others' use of computer resources. Such actions include, but are not limited to, tying up computer resources with trivial applications or excessive game playing, sending frivolous or excessive messages, including chain letters, junk mail, and other similar types of broadcast messages, or using excessive amounts of storage.

## **Prohibited Use:**

The following behaviors are prohibited while using College Integrated Technology resources, including computers and networks owned or operated by the College, or to which the College is connected:

1. Modifying system or network facilities, or attempting to crash systems or networks;
2. Using personal software on College computers;
3. Using network resources which inhibit or interfere with the use of the network by others.
4. Using, duplicating or transmitting copyrighted material without first obtaining the owner's permission, in any way that may reasonably be expected to constitute an infringement, or that exceeds the scope of a license, or violates other contracts;
5. Tampering with software protections or restrictions placed on computer applications or files;
6. Using College Integrated Technology resources for personal for-profit purposes;
7. Subverting restrictions associated with computer accounts;
8. Using Integrated Technology resources to obtain unauthorized access to records, data, and other forms of information owned, used, possessed by, or pertaining to the College or individuals;
9. Accessing another person's computer account without permission. Users may not supply false or misleading data, or improperly obtain another's password in order to gain access to computers or network systems, data or information. Obtaining access to an account name or password through the negligence or naiveté of another is considered to be a specifically prohibited use;
10. Intentionally introducing computer viruses, worms, Trojan Horses, or other rogue programs into Integrated Technology resources that belong to, are licensed to, or are leased by the College or others;
11. Physically damaging Integrated Technology resources;
12. Using, or encouraging others to use, Integrated Technology resources in any manner that would violate this or other College policies or any applicable state or federal law; and
13. Falsely reporting or accusing another of conduct that violates these rules without a good faith basis for such an accusation;
14. Intentional transmission or display of unwanted messages, information, or graphic images which create a hostile school or work environment for the recipient are inappropriate uses of College computer resources;
15. Allowing non-approved users access to information on the College network that do not have a legitimate need and right to know specific information; and
16. Sharing or allowing others to use your logon and password.
17. Connecting networking equipment including, but not limited to servers, routers, hubs and switches, and wireless access points to the campus network without written authorization from the Office of Integrated Technology and Services

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