

CHAPTER:	Technology	DATE ADOPTED: August 10, 1999	NUMBER
EMPLOYEES		Revised: November 11, 2003 September 12, 2006 November 13, 2012 January 12, 2021	313
Reviewed:			

SYNOPSIS:

1	Purpose
2	Computer User Names and Passwords
3	Copyright
4	Computer System Resources
5	Harassment
6	Confidentiality
7	Ownership
8	Violations
9	Disclaimer

1	<p>Purpose: The following policy relates to users of Iowa Central’s technology resources — defined as any equipment, device, computer, computer system, computer network (including an outside network accessible through Iowa Central such as the Internet), computer software, computer program, database, services, or any part thereof — owned, leased, and/or operated by Iowa Central and provided as part of the mission of the College. Users include Iowa Central students, employees, and approved guests. Users of Iowa Central’s technology resources have the responsibility to abide by the procedures and policies of Iowa Central and all applicable state and federal laws. It is not the intent of the College to provide access to technology resources for alumni, the general public, or for private use.</p> <p>All members of the College community who use Iowa Central’s technology resources accept the responsibility for using that said resources are used in an effective, efficient, ethical, and lawful manner and with respect for others who share these resources. Outlined in this policy are expected standards of conduct on the use of Iowa Central’s technology resources and disciplinary actions that may be taken for not adhering to these standards.</p>
2	<p>Computer User Names and Passwords: It is the responsibility of all users of Iowa Central’s technology resources to maintain and protect their user names and passwords. Iowa Central users are solely responsible for all computing operations executed under their names. Sharing a user name and/or password is prohibited. Disguising an identity to acquire a user name falsely is prohibited. Users may not, under any circumstances (except for network administrators) transfer or confer computer information privileges to other individuals.</p>
3	<p>Copyright: The College recognizes and adheres to U.S. and International copyright laws, software licenses, and intellectual property rights associated with both print and non-print materials.</p> <p>Software use must conform to copyright laws and licensing agreements. Software is protected by law whether or not a copyright notice is explicitly stated in the software or in its documentation. It is illegal to install, download, distribute, or make duplicate copies of a software, audio, or video products unless authorized by the author or publisher of the product.</p> <p>All users of Iowa Central technology resources have the responsibility to report to the College’s Institutional Technology Director any observed or digital copyright infringement.</p>
4	<p>Computer System Resources: Computer system resources are internal and external electronic sources intended for the purpose of communication, research, and data/information collection and dissemination.</p> <p>a. Institutional Data: Permission to view or query institutional data will be granted to all authorized employees of the College for legitimate College purposes.</p>

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Data users will be expected to access institutional data only in performing College business, to respect the confidentiality and privacy of the individual whose records they may access, to observe any restrictions that may apply to data to which they have access, and to abide by applicable laws and policies with respect to access, use, or disclosure of data and/or other information.

b. **Electronic Communications:** The servers and accounts in which the electronic communications of employees and students are sent and received are College property. Appropriate use of electronic communications for college related business, activities, and promotion of the College community is expected. Being the property of the College, College officials have access to such correspondence. All Family Educational Right to Privacy Act (FERPA) Laws and Regulations apply to the dissemination of information regarding students via the electronic communication. Electronic Communication regarding personnel matters is considered confidential. The College will not be held liable for individual use of electronic communications.

c. **Internet:** The College's web presence represents the College, programs, policies, and image to the world. The College will recommend standards for College Web pages on the Internet.

The purpose of allowing or providing internet access through Iowa Central’s computer system is to facilitate communications and research in support of the public purpose and mission of the College. Users have the responsibility to act consistent with and to enhance the public purpose of Iowa Central including the mission and polices of the College.

Users must comply with the following guidelines:

- (1) Users accessing these resources are representing the College. All communications should be for or related to the purposes and mission of Iowa Central;
- (2) Users are responsible for ensuring that these resources are used in an effective, ethical, and lawful manner;
- (3) Users are responsible for the content of all text, audio, or images placed or sent over the internet. Messages that are inconsistent with the Iowa Central Technology Use Policy are prohibited, including but not limited to, fraudulent, harassing, or obscene messages;
- (4) Information published on the internet through the Iowa Central computer system should not violate or infringe upon the rights of others;
- (5) Unacceptable uses:
 - (a) Uses that violate any local, state, or federal statute;
 - (b) Uses that interfere with the employee’s duties and responsibilities to the College, including but not limited to excessive game playing which impairs the academic work of other students and/or employee productivity and excessive web surfing which is not related to course work or College business which impairs another person’s productivity;

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	<ul style="list-style-type: none"> (c) Unauthorized installation of devices such as wireless equipment, personal computers, printers, game consoles, music players, and other peripheral devices; (d) Knowingly accessing, uploading, downloading, or distributing any text, graphic, video, or audio clip that is obscene, sexually explicit, profane, or harassing in nature; (e) Conducting unauthorized business or solicit services, and/or develop, introduce, or circulate inflammatory comments or subjects; (f) Uses that interfere with or disrupt any network services including but are not limited to, introducing viruses, worms, Trojans, and malware that may allow unauthorized access into any other machine or system; (g) Attempting or gaining access to information that is private or protected, such as network privileges to which the user is not authorized; (h) Unauthorized software installation; (i) Excessive storage of personal documents, pictures, etc. on network servers (H drives)—excessive storage is defined as storage not in compliance with the College’s technology procedures for size limitations; (j) Unauthorized alteration of system configuration, including but not limited to: Interrupting programs that protect data or secure systems, BIOS settings, and Operating system settings; (k) Uses that violate any other provisions of the College’s Technology Use Policy; (l) The College prohibits the misuse of electronic communications such as: <ul style="list-style-type: none"> (i) Sending unsolicited emails not following the College’s Mission; (ii) Use that impedes, interferes with, impairs, or otherwise causes harm to the activities of others. Users must not deny or interfere with or attempt to deny or interfere with service to other users in anyway. Knowing or reckless distribution of unwanted mail or other unwanted messages; (iii) Any form of harassment. 		
5	<p>Harassment: Iowa Central’s Harassment Policy applies with full force and effect to any use of the College’s computer system. Harassment of any kind is prohibited. No messages with derogatory or inflammatory remarks about any individual or group’s race, color, religion, creed, sex (including pregnancy), sexual orientation, gender identity, sex stereotyping, marital status, socioeconomic status, military service, national origin, age, disability, and/or any other status will be transmitted. A user who violates this policy shall bear full responsibility for his or her actions. Further, by their use of Iowa Central’s computer system, users agree that individuals who transmit such remarks shall bear sole responsibility for their actions.</p>		

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	<p>All users have the right to be free from any conduct connected with the use of Iowa Central's computing systems that discriminates against any person on the basis of race, color, religion, creed, sex (including pregnancy), sexual orientation, gender identity, sex stereotyping, marital status, socioeconomic status, military service, national origin, age, disability, and/or any other status protected by federal, state, or local law. Discriminatory conduct includes, but is not limited to, written or graphic conduct that satisfies both the following conditions:</p> <p>a. Harasses, denigrates, or shows hostility or aversion toward an individual or group based on that person's race, color, religion, creed, sex (including pregnancy), sexual orientation, gender identity, sex stereotyping, marital status, socioeconomic status, military service, national origin, age, disability, and/or any other status protected by federal, state, or local law; and</p> <p>a. Has the purpose or effect of creating a hostile, intimidating, or offensive environment.</p> <p style="padding-left: 40px;">*For additional information regarding the College's anti-harassment policy and complaint procedure, please refer to Board Policy 223.</p>		
6	<p>Confidentiality: Programs, files, and electronic storage devices are College property. Appropriate use of users' programs, files, and electronic storage devices is expected. Being the property of the College, College officials have access to such correspondence. All Family Educational Right to Privacy Act (FERPA) Laws and Regulations apply to the dissemination of information regarding students via the electronic communication. Any information written or stored electronically regarding personnel is considered confidential.</p>		
7	<p>Ownership: Technology resources and accounts are owned by the College and are to be used only for College-related activities. Data that is created on College technology resources is the property of the College, and will remain the College's property. Copying data for use elsewhere will fall under copyright acts. (Example: Online course development, Instructional materials developed at the College)</p> <p>Authorized College employees have access to monitor electronic communications and data on the College's technology resources.</p>		
8	<p>Violations: Violation of this policy may result in suspension of technology resource privileges, disciplinary review, suspension or expulsion from the College, termination of employment, and/or other legal action.</p> <p>Any user's privileges may be suspended immediately upon the discovery of a possible violation of this policy. Such suspected violations will be confidentially reported to the appropriate College official(s).</p> <p>The Vice President of Student Services or the Assistant Vice President of Student Services will conduct disciplinary reviews concerning student user violations.</p> <p>The College reserves the right to disable user's access to technology resources at any time.</p>		
9	<p>Disclaimer: The College accepts no responsibility for any loss of data or damage to data or services arising directly or indirectly from the use of College technology-related facilities. The College makes no warranty, expressed or implied, regarding the services offered.</p>		