

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

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, data base, 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 network administrator any observed or known 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 eligible employees of the College for legitimate College purposes.</p> <p>Data users will be expected to access institutional data only in their conduct of College business, to</p>

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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.

Student email accounts will be automatically created upon enrollment and activated at the start of that term. Student email accounts will be automatically deleted when student is no longer enrolled.

Employee email accounts will be created upon employment with the College and are subject to size restrictions based on current storage space requirements. When the employee ceases to be employed by the College, his or her account will be deleted.

- c. **Internet:** The World Wide Web (WWW or Web) provides an opportunity for the College to have a presence in the Internet community for public relations, to provide information, and for educational purposes. The College's "Home Page" (or pages) on the Web represent the College's programs, policies, and image to the world. The College will recommend standards for College Web pages on the Internet, but will not be liable for the content of personal web pages.

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 policies of the College.

Users must comply with the following guidelines for using these resources through the College's computer system:

- (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) All messages communicated on the Iowa Central computer system should have the user's name attached. No messages will be transmitted under an assumed name;
- (5) Information published on the internet through the Iowa Central computer system should not

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	<p>violate or infringe upon the rights of others;</p> <p>(6) Unacceptable uses:</p> <p>(a) Uses that violate any local, state, or federal statute;</p> <p>(b) Uses that interfere with the user’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 other persons productivity;</p> <p>(c) Downloading software without the approval of the College’s network administrator, including but not limited to unauthorized physical or electronic installation of devices such as wireless equipment, personal computers, printers, game consoles, Personal Digital Assistant, music players, and other peripheral devices;</p> <p>(d) Accessing, uploading, downloading, or distributing any text, graphic, video, or audio clip that is obscene, sexually explicit, profane, or harassing in nature;</p> <p>(e) Using the network to conduct unauthorized business or solicit services, and/or develop, introduce, or circulate inflammatory comments or subjects;</p> <p>(f) Accessing, uploading, downloading, or distributing any text, graphic, video, or audio clip that is for personal gain or personal entertainment, including, but not limited to, game playing and gambling;</p> <p>(g) Uses that interfere with or disrupt any network services—disruptions include, but are not limited to, introducing or launching computer viruses, worms, Trojans, and other rogue programs, and unauthorized entry into any other machine or system (hacking);</p> <p>(h) Responding to solicitations, surveys, or other requests that affect current or future services available via electronic media without prior approval from the College’s network administrator;</p> <p>(i) Attempting or gaining access to information that is private or protected, such as network privileges to which the user is not entitled;</p> <p>(j) Unauthorized software installation;</p> <p>(k) 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;</p> <p>(l) Network storage of personal media files (mp3, video);</p> <p>(m) Unauthorized alteration of system configuration, including but not limited to: Interrupting programs that protect data or secure systems, BIOS settings, and Operating system settings;</p>
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	<p>(n) Uses that violate any other provisions of the College's Technology Use Policy; or</p> <p>(o) The College prohibits the misuse of electronic communications such as:</p> <ul style="list-style-type: none"> (i) Sending unsolicited emails not contributing to the College community; (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, including by "resource hogging," misusing mailing lists, propagating "chain letters" or virus hoaxes, "spamming" (spreading email or postings widely and without good purpose), or "bombing" (flooding an individual, group, or system with numerous or large electronic communications). Knowing or reckless distribution of unwanted mail or other unwanted messages; and (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, national origin, sex, disability, religion, creed, age, marital status, sexual orientation, gender identity, socioeconomic status, or military service 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> <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, national origin, sex, disability, religion, creed, age, marital status, sexual orientation, gender identity, socioeconomic status, or military service. Discriminatory conduct includes, but is not limited to, written or graphic conduct that satisfies both the following conditions:</p> <ul style="list-style-type: none"> a. Harasses, denigrates, or shows hostility or aversion toward an individual or group based on that person's race, color, national origin, sex, disability, religion, creed, age, marital status, sexual orientation, gender identity, socioeconomic status, or military service; and b. Has the purpose or effect of creating a hostile, intimidating, or offensive environment. 		
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,</p>		

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	<p>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 Enrollment Management and Student Development will conduct disciplinary reviews concerning student user violations.</p> <p>The College reserves the right to disable user's access to technology resources at anytime.</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>		