

**THREE RIVERS COMMUNITY COLLEGE
INFORMATION TECHNOLOGY REGULATION**

Section: 8000 Information Technology	
Sub Section: 8100 Acceptable Use	
Title: ITR 8100 Acceptable Use	
Associated Policy: ITP 8100 Acceptable Use	
References:	
Responsible Administrator: Director of Computer Services	
Supersedes: No previous policy	
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Acceptable Use

Computer resources at Three Rivers Community College are available to all currently enrolled students, faculty and staff, and others who have been authorized by the college to be used in a responsible, ethical, and equitable manner. It is important that all users of the computing resources conduct their computing activities in this manner because their computing practices can adversely affect the work of the college and other users.

By activating an account, a user implicitly affirms that: (1) he or she will abide by the broadest interpretation of the following policies; (2) failure to follow policies, guidelines, and procedures may result in loss of computing privileges and/or other disciplinary actions; (3) computer use may be monitored; and (4) the college may terminate the account of anyone who has been determined to have used his or her access for unlawful or unethical purposes or in other contravention of this policy, guidelines, and procedures.

Code of Computing Practices

The following code is intended to work to the benefit of all computer users by encouraging responsible conduct and use of computing resources. Disciplinary action for violating this code shall be governed by the applicable provisions of student handbooks, faculty and staff handbooks, and other policies and procedures of the college, its governing body, and applicable state and federal laws.

1. The following constitutes a code of computing practices to which all users must adhere:
 - A. Users must obtain official approval from the department responsible for users of the computing resources. Approval will not be granted to use computing facilities that do not conform to the mission, processes, and functions of the college.
 - B. Users of computing resources are expected to conduct themselves in a manner that does not constitute a danger to any person's health or safety, or does not interfere with authorized individual and institutional activities.

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- C. Users shall respect the rights of others and not threaten, discriminate against, harass, or intimidate others through the use of computing resources.
- D. User shall acknowledge that all computer files, including e-mail, are the property of the college. Also, all files may be examined and copied for the purpose of diagnosing and correcting problems with the system.
- E. Users must not misuse, damage, or misappropriate in any manner computing equipment, software, property, and/or other facilities and resources.
- F. Users must utilize only those computers which they have been authorized to use and only for the purposes for which the authorization was granted.
- G. Users of the mainframe systems are responsible for the use of their computer accounts and, as such, they should take precaution against others obtaining access to their computer accounts. This includes managing and controlling the use of individual passwords, operational activities, and resource utilization.
- H. Users must follow the established procedures for accessing any computing system. All computing work must be readily identified with the users own name and, where applicable, the relevant department name.
- I. Users may not access, modify, or copy programs, files, or data of any sort belonging to other users or to the college without obtaining prior authorization to do so from the other users and/or department involved. Similarly, programs, subroutines, data, equipment, and other computing related resources may not be taken to other computer installations without the proper department and/or TRCC Computer Services authorization and a clearly defined understanding of the responsibilities associated with such action (e.g. security of access to the data at the other computer installation).
- J. Users may not use programs, data, equipment, and other computing related resources obtained from other computer sites at TRCC unless prior approval has been obtained from the department responsible for the computer and Computer Services.

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- K. Users should minimize the impact of their work on the work of other users. Attempts should not be made to encroach on others' use of the facilities or deprive them of resources. Game playing that is not part of an authorized program of study must not interfere with users' rights to access a system for educational purposes.
 - L. Users must not attempt to modify system facilities and/or subvert the restrictions associated with their assigned use of computers.
2. The following guidelines must be adhered to by all users regarding the use and copyright protection of computer software.
- A. The piracy, lifting, or unauthorized copying of software by students, staff, or faculty is illegal and ethically unacceptable.
 - B. Only software that supports the educational and administrative missions of the college will be installed on the college's computers. That software normally is limited to the following types:
 - 1. Software purchased and installed under a site agreement;
 - 2. Software purchased under a single copy purchase and installed on a single machine;
 - 3. Software developed by employees and students; and
 - 4. Public domain software and software contributed to the college.
 - C. Software programmed by college employees and students, public domain software, and software contributed to the college may be installed on a system provided it contains documentation to clearly indicate that it was created by college employees or students or that it is in the public domain or contributed to the college.
 - D. Employees and students will be expected to adhere to all provisions of Public Law.

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- E. Illegal copies of copyrighted computer programs may not be made or used on college equipment.
 - F. The legal or insurance protection of TRCC will not be extended to employees who violate copyright laws.
 - G. College employees are responsible for adhering to the computer software copyright policy and for enforcing the provisions of the policy where students are concerned.
 - H. Software not acquired by an officially sanctioned means as stated above will not be installed or operated on college computers.
3. TRCC has available for use by faculty and staff a campus-wide network backbone, that provides e-mail, Internet, bulletin board, file transfers, and so on . The following guidelines must be adhered to by all users regarding the use of networking resources.
- A. All users (subscribers) must first be approved by the appropriate supervisor.
 - B. Users should download and review instructions locally as opposed to tying up ports while learning the system.
 - C. Users shall be courteous to other users wishing to seek information and shall remain on the system only long enough to obtain desired information and then exit the system.
 - D. Users shall not place unlawful information on computer systems.
 - E. Users shall not use abusive or otherwise objectionable language in either public or private messages.
 - F. Users shall not send messages that are likely to result in the loss of recipients' work or systems.
 - G. Users should limit file transfers to small files (1 to 2 megabytes) during the day. Larger files should be transferred during off-hours.

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H. When downloading programs, users should check for copyright or licensing agreements and pay author registration fees as required. Support for any downloaded programs should be requested from the originator of the application. Unwanted programs should be removed from the system.

I. Users shall not use the network for proprietary or commercial work.

4. Disciplinary Actions

If a Computer Services official reasonably believes that a user is engaged in activities which may pose an imminent threat to: (1) the health or safety of others, (2) the integrity of data, (3) computing resources which may adversely affect system operations, or (4) copyrights, the official may confiscate the user's storage media and temporarily suspend user privileges for no more than five working days (excluding weekends and holidays).

The Vice President for Learning will immediately be consulted, and if the decision is to pursue disciplinary action against the user, the Computer Services official shall follow existing college procedures governed by the applicable provisions of the student handbook, faculty and staff handbooks, and other policies and procedures of the college and the applicable State and Federal laws.

Users not authorized by the college will be considered to be trespassing and may be turned over to appropriate law enforcement officials.

The following is a non-exhaustive list of disciplinary sanctions that may be taken, either singularly or in combination, by TRCC against violators of this policy:

1. Restitution to reimburse the college for damage to or misuse of computing facilities;
2. Warning to notify the individual that continuation or repetition of a specified conduct may be cause for other disciplinary action;
3. Reprimand in writing indicating further violation may result in more serious penalties;

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4. Restriction of computing privileges for a specified period of time;
5. Probation status, with the associated implications, imposed on the individual;
6. Suspension of the individual from the college;
7. Expulsion of the individual from the college; and
8. Interim or summary suspension until a final determination has been made in regard to the charges made against the individual.

In the event that other institutional regulations are violated, additional penalties may be imposed.

Unauthorized use of computing resources may be adjudged a felony, and the individual(s) involved may be liable to legal prosecution.

The utilization of a hostile software program designed to do damage and interrupt normal operations of the college computer is a criminal act and, as such, punishment to the fullest extent of state and federal law will be pursued by the college.