

## **Policy Governing Use of Information Technology**

### Section 1: Purpose and Scope of Policy

County College of Morris has committed substantial financial resources to assure that students and other members of the college community have adequate access to computers, other technological equipment, and database information and other information technology resources, for purposes related to academic study, official College business and authorized College activities. It is essential that adequate access to information technology resources be maintained on a priority basis for students and members of the College community for these purposes.

Students and members of the college community and others engaged in academic study and instruction, official college business or authorized College activities are extended the privilege of access to unassigned computers, other technological equipment, and database information provided by County College of Morris. For users of information technology resources, accompanying this privilege are certain responsibilities. Accordingly, the granting of access to information technology resources is conditioned upon user compliance with this policy. Given both the volatile nature of the technologies employed and the demand that users make of these resources, determining acceptable use is a dynamic and iterative process. The intent of this policy is to make clear certain cases that are consistent or inconsistent with the appropriate use of information technology resources, not to completely enumerate all such possible uses.

### Section 2: Priority Use and Restricted Use.

Priority use of information technology resources in classrooms, laboratories, the Learning Resource Center and other general use computing facilities on campus shall be for academic and instructional purposes. The College, by appropriate notice postings, will designate that use of certain computers and technological equipment is restricted to specific applications. Recreational use of computers is restricted to equipment designated for open access use located in facilities other than classrooms; and laboratories.

### Section 3: Guidelines for Use of Information Technology Resources.

- As a public institution, CCM is obligated to maintain public records; any data residing on the college network or any college equipment could be considered discoverable.
- Any communication that originates from, or is delivered to, CCM could be considered as part of the public record.
- No user has a privacy interest in the use of any of the college's information technology resources, such as email, voice mail, etc. Information stored or maintained on the college's information technology resources electronically or by sound-recording or in a similar device may be subject to e-discovery and public records disclosure requests unless excluded from the definition of "Government Record" under the New Jersey Open

Public Records Act (N.J.S. 47:1A-1.1). Additionally, such materials may be used by the College for disciplinary or legal purposes.

#### Section 4: Prohibited Uses.

The College prohibits use of its resources, regardless of medium for any illegal activities and for activities that place or threaten to place people or equipment at risk of harm. The College at any time may make determinations that particular uses are not consistent with the purposes of the College's information technology resources. In addition, prohibited use of information technology includes, but is not limited to, the following:

##### HARDWARE

- Intentional destruction of or damage to equipment, software, or data;
- Violation of system securities;
- Logging in from a second location while still logged in from a first location;
- Eating or drinking in and around public computing facilities.

##### SOFTWARE

- Violation of computer software license agreements;
- Unauthorized use of computer accounts or access codes;
- Intentionally seeking information on, obtaining copies of, or modifying files belonging to other users;
- Use of or sharing passwords belonging to other users;
- Use of information technology resources for private business purposes without prior approval from appropriate personnel on campus.

##### INTERNET USE

- Academic dishonesty (plagiarism, cheating, etc.);
- Unauthorized copying of copyrighted material;
- Libeling, slandering, or deliberately harassing or threatening harassment of other users;
- Sending forged e-mail, spam, or other communications that may interfere with system efficiency;
- Propagation of computer worms and viruses or using the network to make unauthorized entry to any other machine accessible via the network.

#### Section 5: Violation of Policy.

Any alleged violations of this policy will be reviewed on a case-by-case basis. Violations of this policy may result in action, such as the loss of electronic mail privileges, loss of college-owned computer access, loss of network privileges, and/or referral to appropriate College or legal authorities.