Policy: 1.01

Computer/Net Usage Policy

Kansas City, Kansas Community College (KCKCC) provides a wide variety of computing and networking resources to all members of the college community. Access to computers, networks, e-mail, and internet servers owned and/or operated by KCKCC is a privilege which imposes certain responsibilities and obligations and is granted, subject to policies and procedures established by KCKCC, as well as all applicable federal, state, and local laws and/or ordinances.

All users of these resources must comply with specific policies and guidelines governing their use, and act responsibly using shared resources, including wireless resources and/or "Wi-Fi hotspots." This policy will provide a single resource document to promote the efficient, ethical, and legal use of KCKCC computer, network, e-mail, and internet resources, henceforth to be called either KCKCC computing resources or simply computing resources.

The policies addressed in this policy will apply to all users of KCKCC computing resources; including (but not limited to) students, faculty, staff, visitors, alumni, and the general public when accessing KCKCC computing resources.

Persons utilizing KCKCC computing resources must act in a responsible manner, in compliance with the guidelines set forth in this statement, as well as all applicable federal, state, and local laws and/or ordinances, and with respect for the rights of others using shared resources.

The right of free expression and academic inquiry is tempered by the rights of others to privacy, freedom from discrimination, intimidation, and/or harassment, protection of intellectual property, ownership of data, and security of information.

Violations of these guidelines will be subject to sanctions set forth in this document. Students will be subject to disciplinary action set forth in the Student Handbook, Faculty and staff will be subject to corrective action from their department head and/or Human Resources Department.

Maintaining a healthy computing environment

- When saving a document, save it to your (H:\) drive. Saving documents to your (C:\) drive may be more secure but it has its disadvantages. One disadvantage is that your hard drive becomes full and you run the risk of the computer crashing and losing all documents. Another disadvantage, the computer begins to run slower.
- Delete outdated files. If you feel that no file is outdated, copy those files to disc.
- Pictures of loved ones, vacation pictures and music files should be burned or copied to CDs. These are treasured mementos and should not be saved on the college's network.
- Do not give another user your network or e-mail password.

- If you receive an e-mail from someone that you do not know, do not open the e-mail. Just delete it. These e-mails can be identified by unusual characters in the subject line or nothing in the '**Subject**' line.
- At the end of the day, shutdown your computer and turn off your monitor. This not only gives the computer needed time to rest, but it also saves energy.
- Report any errors as quickly as possible by issuing a Project Request. Project Requests can be found on the Intranet Page under the Forms link. In addition to this, you can also find request forms for hardware and software. If you cannot put in these requests from your pc, have your division secretary put the request in.

Acceptable Use Guidelines
The guidelines in this policy statement are not intended to be comprehensive, but rather to establish and clarify the intent of the policies. Situations that will arise in the future will be interpreted according to the spirit of this document.

All users of KCKCC computing resources should:

1. ***Take no actions that violate the norms for academic integrity, applicable KCKCC policy documents relating to students, faculty, or staff, and/or any federal, state, or local laws and/or ordinances***. Users should refer to the appropriate documentation for their particular situation.

2. ***Do not misuse or intentionally damage or destroy computing resources***. This applies to software as well as hardware, and will also include the intentional introduction of viruses, worms, spyware, and malware on any KCKCC computing resource. Replacement of hardware and/or software due to routine "wear and tear" or obsolescence will not constitute misuse.

3. ***Use security measures to protect the integrity of information, data, or systems.*** Users should protect their systems and accounts by using strong passwords, changing passwords on a regular basis, and locking workstations when away for long periods of time (either blanking the computer or locking the office which the computer is located),

4. ***Use computing resources only for the purposes that are authorized***. Users should not attempt to "hack" into the system to gain unauthorized access, use a sniffer or other hardware, utility, and/or software to obtain private information on other users, or commit any act that is a violation of part 1 of this section.

5. ***Clearly and accurately identify one's self in all electronic communications.*** Users should not forge or misrepresent other users, or conceal or mask their identity in any electronic communications. If a user allows another person to send electronic communications for them (i.e. a dean or department head allowing an administrative assistant to send e-mail on their behalf), the assignee's name must appear in the communication as "Mary Smith on behalf of John Jones."

6. ***Do not use the KCKCC electronic mail system for spam, mass mailings, or to promote outside ventures.*** The KCKCC electronic mail system is intended for academic and business use only, and is not to be used to send "spam" or junk mail, mass mailings, or to promote outside ventures or interests. Academic departments, recognized student organizations, and various business and administrative units may create and send mass mailings in conjunction with their authorized functions.

7. ***Use computing resources efficiently***. Computing resources are finite and must be shared by all users. The primary purpose of KCKCC computing resources are to assist in the mission of the college in regard to academics, research, day to day business operations, and inter-college communications, however, users may use KCKCC computing resources for limited personal purposes under the following conditions:

   A. Personal use does not interfere with the utilization of KCKCC computing resources by other users or infringes on the primary purpose of the computing resource
   B. Does not interfere with the user's studies, employment, or other obligations to KCKCC
   C. Is not used to promote outside business ventures, other "for profit" entities, educational institutions not affiliated with KCKCC, or any other enterprise that the user has a vested interest in (this does not apply to charitable, academic, professional, or social organizations and/or societies recognized or sanctioned by KCKCC)

8. ***Is not used for discrimination, harassment, intimidation, or other unlawful acts.*** Generally, KCKCC cannot and will not be the arbiter of content maintained, distributed, or displayed by users of KCKCC computing resources. For example, KCKCC cannot protect users from receiving e-mail messages they may find personally offensive. However, the use of KCKCC computing resources for unlawful purposes is strictly prohibited. Examples of unlawful purposes are (but not limited to):

   A. Discrimination, Harassment, or Intimidation based on race, gender, religion, nationality, sexual orientation, or other physical and/or mental disability or handicap, including accessing websites, discussion forums or chat rooms that advocate discrimination, harassment, intimidation, or violence based on any of the factors listed above

B. Accessing, sending, or receiving pornography or other material deemed as "adult entertainment" (this does not apply to accessing, sending or receiving material for legitimate research purposes—i.e. breast or prostate cancer, STD, HIV-AIDS, or other related information)
C. Terrorist threats and/or threats to the life, health, safety, and welfare of any person(s) or property
D. Attempts to steal or defraud any person or organization of money, property, or other items of value
E. Attempts to breach any computer system, communications, or other electronic devices the user is not authorized to access
F. Accessing "online gaming" websites, or participating in any gambling activity (including "non-money" games) not allowed by federal, state, or local laws and/or ordinances
G. Accessing "file sharing" or "peer to peer" services or websites for the purpose of uploading or downloading copyrighted material in violation of U. S. and/or international laws, treaties, or covenants.

Faculty and staff may have access to information beyond what is available to the general public. Access to privileged information may only be used according to established guidelines and standards for professional conduct, as well as all laws and regulations regarding privacy.

9. ***Respect and adhere to acceptable use policies when accessing information outside of KCKCC.*** When KCKCC computing resources are used to access information from outside of KCKCC (i.e. another college or university system), the user must also adhere to the policies and procedures set forth by that entity.

Right of KCKCC to audit, monitor, and inspect users and resources
KCKCC reserves the right to audit, monitor, and/or inspect all users and KCKCC owned and/or operated resources for any suspicious activity. KCKCC will also cooperate with any authorized investigation by a recognized law enforcement agency or court of law. Items subject to auditing, monitoring, or inspection include (but are not limited to): Network drives, e-mail, and web activity.

Right of KCKCC to remove unauthorized or unlicensed hardware and/or software
KCKCC will provide the necessary computing resources for all users to perform their assigned tasks. Installing and using hardware and/or software (including "freeware") not approved by KCKCC may cause system performance issues, and in many cases violates licensing agreements. KCKCC reserves the right to audit and remove all unauthorized or unlicensed hardware and/or software from any computing resource owned and/or operated by KCKCC.

If a user believes additional hardware and/or software is required to perform their assigned tasks, they may request the particular product through the KCKCC Computing Services.

Recourse for misuse and/or non-compliance
The guidelines in this document include steps to be taken to determine if users have misused KCKCC computing resources. The protection of the rights of individuals accused of violating this policy statement applies.

Individuals who misuse KCKCC computing resources, or do not comply with the written policy of KCKCC are subject to one or more of the following:

A. Temporary revocation of KCKCC computing resource access
B. Permanent revocation of KCKCC computing resource access
C. Disciplinary action taken by the appropriate administrative authorities up to and including expulsion of students or termination of employment for faculty and staff
D. Subpoena of hardware, software, and data files
E. Prosecution under applicable federal, state, or local laws and/or ordinances
F. Possible legal sanctions, including fines and imprisonment

Report violations or request for additional information
Violations, complaints, questions, or requests for additional information should be directed to the Information Services Department.