1.0 Acceptable Use of Information Technology Resources Objective and Responsibilities

In support of Columbia Basin College's ("CBC" or the "College") mission, the College provides access to computing and information resources for students, faculty and staff, within institutional priorities, financial capabilities, and software license restrictions. This Policy establishes guidelines for the acceptable use of the Information Technology Resources (IT Resources) at CBC. For the purpose of this Policy, IT Resources include, but are not limited to, network infrastructure, servers, web services, and user computers located at CBC, as well as those inside and outside the K20 network.

CBC supports the principles of academic freedom that provide the foundation for faculty scholarship and teaching. The ability to exchange ideas and concepts freely in the classroom, to explore and disseminate new knowledge, and to speak professionally and as a private citizen are essential elements for the intellectual vitality of a college or university. The Association of American Colleges and University Statement specified those elements that together comprised academic freedom for college and university faculty--namely, the freedom to teach, research, and publish, and to speak extramurally. CBC faculty members adopted the Academic Freedom statement that incorporated the 1940 Statement and can be found on the CBC website. College faculty members and staff are obligated by professional standards and under College policies to conduct themselves in ways that reflect respect for students, administrators, and other members of their academic communities. While faculty members and staff can exercise the same constitutional freedoms as other citizens, they are responsible also for the maintenance of the professional standards and expectations of their disciplines and institutions.

CBC computing systems are vital to the programs of instruction, research, and administration of the College, and ethical conduct is expected by all users of computing systems. All users of the computing systems are to respect the rights of other computing users, respect the integrity of the physical facilities and controls, and respect all pertinent copyright, license, and contractual agreements. It is the policy of CBC that all students and staff of its community act in accordance with these responsibilities, relevant laws, contractual obligations, and the highest standard of ethics. Failure to do so may result in loss of privileges to use College computing resources, disciplinary action, and/or prosecution.

Access to the College's computing facilities is a privilege granted to CBC students and staff. In this context, computing systems refer to all computers, peripherals, modems, and networks owned or operated by the College and include hardware, software, data, and networks associated with these systems. Access to hardware, software, data, and networks is provided to students and staff for the primary purpose of supporting the academic experience or work assignment. The College reserves the right to limit, restrict, or extend computing privileges and access to its IT Resources.

The College's computing facilities and accounts are to be used for College-related activities for which they are assigned. Users and systems administrators must all guard against abuses that disrupt or threaten the viability of all systems, including those at the College and those on networks to which

the College's systems are connected. Users must abide by the policies and procedures related to appropriate, legal, and ethical use of CBC's computing systems.

Access to IT Resources without proper authorization from the data owner, unauthorized use of CBC's computing systems, and intentional corruption or misuse of IT Resources are direct violations of the College's standards for conduct. Users must comply with all further restrictions imposed by individual departments and areas for specific applications, functions, and resources.

2.0   Use of CBC Network and IT Resources

Once a user receives access credentials (i.e., user name, password, CBC student ID, etc.) for use of computing or network resources, the user is solely responsible for all actions taken while using those access credentials. Therefore, the following actions are prohibited:

2.1   Applying for any access credentials under false pretenses;

2.2   Allowing or facilitating use of your access credentials or password by any other person with permission (Note: In the event that you violate this policy by permitting access to CBC computing and network resources with your access credentials, you will be responsible for the actions of any other individual gaining such access);

2.3   Unauthorized actions to evade or change assigned resource quotas;

2.4   Continued impedance of other users through mass consumption of system resources;

2.5   Use of facilities and/or services for commercial or illegal purposes;

2.6   Any unauthorized action which damages or disrupts a computing system, alters its normal performance, or causes it to malfunction is a violation regardless of system location or time duration of the disruption;

2.7   Faculty and staff use of e-mail, the Internet or telephone for personal purposes beyond *de minimus* use as defined in WAC 292-110-010 and the College's Code of Ethics Policy;

2.8   Lobbying or engaging in political activity in violation of Chapter 42.52 RCW;

2.9   Installing unauthorized network services (e.g., web servers, FTP servers, Telnet server);

2.10   Downloading unsupported programs that impair the security and integrity of IT Resources;

2.11   Tampering with systems or files in an attempt to hide activities;

2.12   Attempting to circumvent, bypass or compromise security of CBC IT Resources or others;

2.13   Intentionally or knowingly and without authorization, giving or publishing a password, identifying code, personal identification number or other confidential information about a computer, computer system, computer network or database;

2.14   Intentionally and with intent to defraud, accessing protected IT Resources without authorization, or exceeding authorized access and by means of such access further fraud and obtains anything of value;

2.15   Using IT Resources to discriminate or harass on the basis of race, creed, color, age, sex or gender, religion, disability, or sexual orientation, military or any other protected class status under state and federal law;

2.16   Forgery (or attempted forgery) of electronic mail messages;

2.17   Reading, deleting, copying, or modifying the files, electronic mail or other data belonging to users without their permission; and

2.18   Hiding your actual e-mail address by "spoofing" or any other means.

3.0   Monitoring and Implementation

3.1   CBC reserves the right to monitor the use of its IT Resources. CBC does not guarantee that messages are private or secure, although CBC will make reasonable efforts to maintain the confidentiality of communications. Files, records, messages, and passwords will be disclosed when required by law. Because electronic messages and documents created or

placed on CBC IT Resources can be considered public records subject to disclosure in accordance with Washington Public Records law (Chapter 42.56 RCW), they may be subject to release. There are exceptions and exemptions to release under the Washington's Public Records law and the Family Education Rights and Privacy Act, though all requests must be evaluated for possible release. Additionally, use of CBC IT Resources is subject to the Washington Ethics law (Chapter 42.52 RCW), CBC's Code of Ethic's Policy, Standards of Conduct Policy and the Prevention of Harassment & Discrimination Policy.

3.2   CBC will implement hardware and software technologies that monitor, prioritize, shape and/or control network bandwidth. Such tools will be used to ensure that IT Resources are used effectively and efficiently to support the mission, policies and procedures of CBC.

4.0   Use of Copyrighted Materials

The College recognizes that United States copyright laws exist for the public good and balance the intellectual property rights of authors, publishers, license holders and copyright owners with the educational community's need for the free exchange of ideas. CBC will adhere to the provisions of U.S. copyright laws, including all relevant copyright and patent laws, the Digital Millennium Copyright Act, the Technology, Education and Copyright Harmonization Act, Guidelines for Off-Air Recording and all other relevant laws and regulations.

5.0   Network Security

As a user of the network, you may be allowed to access other networks (and/or the computer systems attached to those networks). Therefore, the following actions are prohibited:

5.1   Use of systems and/or networks in attempts to gain unauthorized access to local or remote systems or data;
5.2   Use of systems and/or networks to connect to other systems, in violation of the physical limitations of the remote/local system;
5.3   Decryption of system or user passwords;
5.4   Copying of system files;
5.5   Copying of copyrighted materials, such as commercial software, without either the express written permission of the owner or a proper license;
5.6   Intentional attempts to "crash" network systems or programs;
5.7   Any attempts to obtain a higher level of privilege on network systems;
5.8   Willful introduction of computer "viruses" or other disruptive/destructive programs into any computer system or network; and
5.9   Intentionally using or installing hacker tools, viruses or any malicious programs or code (e.g., Trojan horses, backdoors, viruses or exploit programs) to any CBC IT Resource.

6.0   Other Resources

All users must abide by all posted regulations in computer labs and this Policy.

7.0   Violation

Violation of the policy and procedures of CBC or its libraries, computer labs, or departments could result in loss of access to IT Resources. Student violation is subject to disciplinary action under the Student Rights & Responsibilities. Violation by employees is subject to the appropriate discipline process up to and including dismissal, and also consistent with the provisions of the appropriate collective bargaining agreement(s).