

# Camden County College

## *Board of Trustees Policy*

|  |                                      |                         |                       |
|--|--------------------------------------|-------------------------|-----------------------|
| <b>Subject:</b><br><br><b>Acceptable Use of Technology</b> | <b>Number</b><br><b>215</b>          | <b>Page</b><br><b>1</b> | <b>Of</b><br><b>2</b> |
|  | <b>Date:</b><br><b>March 3, 1998</b> |                         |                       |
|  | <b>Supersedes:</b>                   |                         |                       |

### ***Introduction***

Camden County College's policy governing *Acceptable Use of Technology* attempts to balance the freedoms needed for legal, ethical and efficient use of shared resources. It is reflective of academic honesty and demonstrates respect for intellectual property, ownership of information, system security mechanisms, and individuals' rights to privacy and to freedom from intimidation and harassment. Access to College computers is not a right, it is a privilege enjoyed by all who observe an honor system based on the following guidelines, which give notice and provide for due process.

### ***Guidelines***

In making acceptable use of technology you **MUST**:

1. Use files, information, and software for authorized purposes only;
2. Use files, information, and software for which you have authorized access;
3. Comply with state and federal copyright regulations;
4. Comply with vendor license agreements;
5. Use information in ways that support the mission of the College; and
6. Comply with other College technology-specific guidelines, such as those for academic computer laboratories, WEB Page and E-Mail.

In addition, you **MUST BE**:

7. Respectful in your use of shared resources, therefore, academic needs take precedence;
8. Responsible for maintaining the security of information;
9. Responsible for engaging in activities that will maintain the integrity of the system and information contained within; and
10. Responsible for observing the policies of all networks accessed through College resources.

In making acceptable use of technology you **MUST NOT**:

11. Give your password to anyone else or misrepresent your identity;
12. Use the College's equipment or software for commercial use or personal gain;
13. Engage in activities that are against federal or state law;

## ***Board of Trustees Policy***

|  |                                      |                         |                       |
|--|--------------------------------------|-------------------------|-----------------------|
| <b>Subject:</b><br><br><b>Acceptable Use of Technology</b> | <b>Number</b><br><b>215</b>          | <b>Page</b><br><b>2</b> | <b>Of</b><br><b>2</b> |
|  | <b>Date:</b><br><b>March 3, 1998</b> |                         |                       |
|  | <b>Supersedes:</b>                   |                         |                       |

14. Use, copy or modify anyone else's files without permission;
15. Interfere with College operations;
16. Use resources to annoy, harass, discriminate or intimidate anyone;
17. Use resources to send, download or transmit materials that contain profanities, obscenities or sexually explicit materials.
18. Destroy, remove or modify College computer equipment or software.

### ***Enforcement/Consequences***

The College considers any intentional violation of acceptable use guidelines to be a serious offense that will lead to disciplinary action under standard College rules for misconduct and existing judicial, disciplinary or personnel processes.