

**CLOVER PARK TECHNICAL COLLEGE
POLICY & PROCEDURE**

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CHAPTER	SECTION	TITLE	HISTORY:	
3	9	INFORMATION AND COMMUNICATION RESOURCES ACCEPTABLE USE POLICY	Adopted: 2006	Revised:

POLICY

State resources will be used at all times for appropriate college-related business.

PROCEDURE

I. Purpose

Staff and students using Clover Park Technical College (CPTC) information and communication resources will directly benefit if services and facilities are used in ethical and legal ways which build overall system efficiencies, maximize accessibility, and eliminate inappropriate traffic over college networks. Therefore, the following Acceptable Use Policy is in effect:

A. Use of college information and communication resources shall be in accordance with this policy and [WAC 292-110-010](#): Use of State Resources; [WAC 495C-120](#): Student Conduct Code; and [RCW 42.52](#): Ethics in Public Service, for the purpose of facilitating the exchange of information in the furtherance of education and research, for conducting official business of the college, and otherwise being consistent with the purposes and objectives of CPTC.

B. College information and communication resources should not be used to transmit any communication in any form; e.g., text, images, and/or sound data where the content and/or meaning of the message or its transmission or distribution would violate any applicable law or regulation.

C. College information and communication resources should be used in a professional and ethical manner and shall not be used to transmit any communication in any form; e.g., text, images, and/or sound data where the content and/or meaning of the message or its transmission or distribution is likely to be deemed obscene, abusive, or highly offensive to recipient(s).

D. Users of CPTC information and communication resources should promote efficient use to minimize and avoid, if possible, creating congestion within or upon the networks that can or will cause interference with the work of other users. Further, users of college information and communication resources shall respect the rights and property of all others and shall not improperly access, misappropriate, or misuse the information/files of other users.

E. When using or accessing sources beyond the network itself; e.g., the Internet, users shall apply the Acceptable Use Policy while navigating through and making use of those networks.

F. Violations of this policy may result in disciplinary action up to and including termination.

II. Use of College Information and Communication Resources

It is the intent of the college to maintain access to local, national, and international sources of information and to provide an atmosphere that encourages access to knowledge and to the sharing of information. It is expected that college information and communication resources will be used by members of the college with respect for the public trust through which they have been provided and in accordance with regulations established from time to time by the college and the State of Washington.

According to [WAC 292-110-010](#), an agency may authorize a specific use that promotes organizational effectiveness or enhances the job-related skills of a state officer or state employee. A state officer or employee may make an occasional but limited use ([de minimus](#) use) of state resources only if each of the following conditions are met:

- There is little to no cost to the state;
- Any use is brief in duration, occurs infrequently, and is the most effective use of time or resources;
- The use of state resources does not interfere with the performance of the employee's or volunteer's official duties;
- The use does not disrupt or distract from the conduct of state business due to volume or frequency;
- The use does not disrupt other state employees or volunteers and does not obligate them to make a personal use of state resources;
- The use does not compromise the security or integrity of state information or software;
- The use is approved by management.

III. Prohibited Uses

[WAC 292-110-010](#) specifies the state Constitution, state and federal laws, and the Ethics in Public Service Act strictly prohibits certain private activities and certain uses of state resources. The following are prohibited at all times:

- Any use for the purpose of conducting an outside business or private employment;
- Any use for the purpose of supporting, promoting the interests of, or soliciting for an outside organization or group including, but not limited to, a private business, a nonprofit organization, or a political party (unless provided for by law or authorized by an agency head or designee);
- Any use for the purpose of assisting a campaign for election of a person to an office or for the promotion of or opposition to a ballot proposition;
- Any use for the purpose of participating in or assisting in an effort to lobby the state legislature or a state agency head;
- Any use related to conduct that is prohibited by a federal or state law or rule or a state agency policy; and,

- Any private use of any state property that has been removed from state facilities or other official duty stations, even if there is no cost to the state.

According to [WAC 292-110-010 \(7\)](#) state employees may NOT use state resources and reimburse their agency for the use. This includes, but is not limited to, the use of cell phones and SCAN calls for personal benefit as this action may impose significant administrative burdens on the state. The practice of reimbursing also creates the misperception that personal use is acceptable as long as the employee pays for the service. Example: In many cases a long distance call utilizing the state SCAN System would cost far less than you would pay to use your personal phone.

IV. Scope

This policy applies to all employees, students, and any person using the college's information and communication resources. Information and communication resources are defined as those computers, computer software, networks (including access to external networks such as the Internet), and electronic messaging systems (email, telephone and telephone voice mail, facsimile, and imaging systems) operated by and for the benefit of students, faculty, and staff of the college. The use of these resources is a privilege, not a right. It is the user's responsibility to use these resources in a manner that is efficient, ethical, and legal.

All users should adhere to both the letter and spirit of regulations provided to ensure predictable, secure information and communication environment for all users. Failure to comply with the regulations set forth may result in disciplinary action up to and including termination.

V. General Provisions

- Use college information and communication resources only for authorized purposes.
- Use only those information and communication resources that you have been authorized to use. If your access to resources is protected by a personal password, you are not to make this password available to others or allow others to use your password-protected account. You may not allow someone else to give his or her password to you, attempt to find out the password of another user, or aid such attempt by any other person. In some instances, shared accounts may be established to allow collaboration; in which case, a password may be shared.
- Do not copy, rename, alter, examine, or delete information and communication resources files or programs of another user without the user's permission. System administrators may, as a requirement of system maintenance, delete files that are determined to be nonessential.
- Do not interfere with the use of information and communication resources by any other authorized user or compromise the confidentiality of the college's internal business practices or records.

- Be aware of copyright laws as it applies to computer software. It is a criminal offense to copy any software that is protected by copyright. A formal copyright declaration need not be in evidence for legal copyright protection to be in force.
- You are the copyright owner of any file which you create using college computing resources that is solely for your own noncommercial use; any other use of such files are governed by the college's copyright rules. The copyright to any other file belongs to the college, commercial vendors, or other individual users; and it is illegal for you to reproduce any such file in any part or in any form except where required by college business, or by written permission of the copyright owner.
- Do not forge any electronic message.
- Do not use the college's information and communication resources to send or display messages that are obscene or otherwise harassing.
- Do not attempt to interfere with the operation of present or future college information and communication resources.
- Do not subvert or attempt to subvert (hacking) or assist others to subvert the security of any computing resource.
- The use of software or hardware devices designed to capture, examine or alter network data (including, but not limited to, a protocol analyzer, "sniffer," or port scanner) is restricted to authorized college staff for the purpose of network maintenance and instruction. Unauthorized use of such software or hardware devices is expressly forbidden.
- Do not use college information and communication resources to create, disseminate, or execute self-replicating or similar nuisance programs; e.g., virus, worm, or Trojan Horse), whether or not it is destructive in nature.

VI. External Networks and Computing Resources

If you use college computing resources to access external networks and computing resources, you agree to comply with the policies of those external networks and computing resources.

VII. Privacy

Pursuant to the [Electronic and Communications Privacy Act of 1989, Title 18, United States Code, Sections 2510](#) and following, notice is hereby given that there are no facilities provided for sending or receiving confidential messages. Users must be aware that electronic messaging systems may not be secure from unauthorized access and should not be used to deliver confidential information. Electronic mail, facsimile transmissions, and voice mail are technologies that may create an electronic record. An electronic record is reproducible and is therefore not private. Such records may be subject to disclosure under the public disclosure law or may be disclosed for audit or legitimate state operational or management purposes.

VIII. Disclaimer

The college accepts no responsibility for any damage to or loss of data arising directly from or incident to the use of college information and communication resources or from any consequential loss or damage therefrom. The college makes no warranty, expressed or

implied, regarding the computing resources offered or their fitness for any particular use or purpose. The college's liability in the event of any loss or damage shall be limited to the fees and charges, if any, paid to the college for use of the information and communication resources which resulted in said loss or damage.