

## TECHNOLOGY RESOURCES

### **Policy Overview**

Allegany College of Maryland makes every effort to provide students, faculty, and staff with the best technologies available. In this effort, Allegany College of Maryland has installed and maintains technology resources that support diverse and ever-growing learning and administrative functions. These technology resources include computer systems, information systems, telephone systems, and network systems.

This policy has been constructed to advise on the acceptable uses of Allegany College of Maryland technology resources, including but not limited to, computer equipment, the Internet, electronic mail (“email”), computer labs, voice mail, computer-based information systems, and the college computer network including wireless Ethernet.

This policy also covers the subject of access to and disclosure of computer-stored information, voice mail messages and e-mail messages (created, sent, or received) by Allegany College of Maryland's employees, and the College's rights and responsibilities in providing access to and control over its property. Technology resources and their uses are governed by college policy as well as federal, state and local laws. Individuals who inappropriately or illegally use college technology services and resources may suffer all applicable college and legal penalties for such misuse.

Access to and use of the College's technology resources are privileges granted solely to Allegany College of Maryland faculty, staff, students, and those with special accounts. These privileges can be modified, limited, extended, or revoked at the discretion of the college with or without prior warning or consent.

### **Scope**

This policy and additional guidelines for using resources apply to the use of all technology resources at Allegany College of Maryland.

### **Policy**

#### **1.0 Governance of General Use**

- 1.1 All College technology resources are designed and intended for academic and administrative use. Alternate uses may be restricted or prohibited at the discretion of the college, especially when these uses conflict with or interfere with academic and administrative functions.
- 1.2 College technology resources are not to be used to create any threatening, abusive, or disruptive messages. Allegany College of Maryland does not discriminate against any individual for reason of race, sex, color, religion, national/ethnic origin, age, veteran status, condition of disability, or sexual orientation. Allegany College of Maryland also has “Principles of Conduct” for all employees; among these principles are prohibitions on

46 immoral/unethical conduct, offensive/brutal treatment of students and colleagues, and  
47 disparagement of colleagues. Finally, the College has a Sexual Harassment policy that prohibits  
48 – among other things – conduct that has the purpose or effect of unreasonably interfering with  
49 an individual’s work or academic performance or creating an intimidating, hostile, or offensive  
50 work environment. The College’s computers, Internet, email, and voice mail systems may not  
51 be used to violate these standards.

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## 53 **2.0 Access to Technology Resources**

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55 2.1 An individual shall only use the technology resources assigned to him or her. This includes use  
56 of computer-based and network-based user accounts (including email mailboxes and voicemail  
57 mailboxes), assigned passwords, and computer/network identities.

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59 2.2 Users may not attempt to obtain login credentials or passwords that are not specifically assigned  
60 to them. A user’s attempt to disguise or otherwise obscure the identity of the credentials or  
61 resources he or she is using is prohibited. Attempts to gain unauthorized access to technology  
62 resources are prohibited.

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64 2.3 All persons shall abide by the terms of all software licensing agreements and copyright laws.  
65 Unauthorized copying of copyrighted software is prohibited. The copying of site-licensed  
66 software for distribution to persons other than Allegany College of Maryland faculty, staff, and  
67 students, or the copying of site-licensed software for use at locations not covered under the  
68 terms of the license agreement is prohibited.

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## 70 **3.0 Deliberate Malicious Acts**

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72 3.1 Any deliberate act which may impact the operation of technology resources is prohibited. Such  
73 acts include, but are not limited to, tampering with computer, network, and telephone systems,  
74 launching software attacks (viruses, denial of service, or other malicious software), and  
75 tampering with or otherwise modifying College software and systems.

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77 3.2 Any deliberate act which may circumvent hardware and software security systems or data  
78 protection schemes is prohibited.

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80 3.3 Unauthorized attempts to uncover or exploit security loopholes are prohibited. If such a  
81 loophole is discovered, the user is required to report his or her findings to the Computer  
82 Services department.

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84 3.4 Deliberate acts which are wasteful of computing/information network resources or which  
85 unfairly monopolize resources to the exclusion of others are prohibited. These acts include, but  
86 are not limited to, sending mass mailings or chain letters, creating unnecessary multiple jobs or  
87 processes, obtaining unnecessary output, or printing or creating unnecessary network traffic.

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91 **4.0 Creation and Use of Data**  
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93 4.1 The College observes all federal, state, and local laws pertaining to the protection of user data,  
94 including those specified by FERPA and HIPAA regulations. To the best of its ability, the  
95 College maintains the privacy of stored data including, but not limited to, user-created files, log  
96 entries, and electronic communications utilizing multiple levels of security and data protection  
97 schemes.

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99 4.2 The College maintains multiple levels of data backup and data loss prevention systems. At no  
100 time should a user expect that a file he or she deletes has been completely destroyed, but the  
101 College does not guarantee the ability to recover any specific file or files in the event of  
102 accidental or unwanted deletion.

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104 4.3 The College maintains the right to, but does not regularly monitor voice mail or electronic mail  
105 messages. The College will, however, inspect the contents of computers, voice mail or  
106 electronic mail in the course of an investigation triggered by indications of unacceptable  
107 behavior or as necessary to locate needed information that is not more readily available by  
108 some other less intrusive means. The contents of computers, voice mail, and electronic mail,  
109 properly obtained for some legitimate business purpose, may be disclosed by Allegany College  
110 of Maryland. Allegany College of Maryland's President or his designee will grant or deny any  
111 request for access to the contents of an individual's computer, voice mail, or electronic mail  
112 prior to access being made without the individual's consent. With exception to the College's  
113 right to retrieve and read electronic mail messages, such messages should be treated as  
114 confidential and should only be accessed by intended recipients.

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116 4.4 The following types of information cannot be created or stored on any College technology  
117 resource:

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119 a. Information that infringes upon the rights of any other individual or group of  
120 individuals.  
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122 b. Information that infringes on the copyright of any other individual or group of  
123 individuals including, but not limited to, copied or "pirated" software, music, videos,  
124 et al.  
125 c. Information that may injure someone else and/or lead to a lawsuit or criminal charges  
126 including, but not limited to, viruses, malware, pornographic materials, or libelous  
127 statements.

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129 4.5 Any data or network traffic exiting the College is subject to the acceptable use policies of the  
130 network through which it flows (AllCoNet, etc.), as well as to the policies listed here.

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132 **5.0 Additional Restricted Uses of College Technology Resources**  
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134 5.1 Use of College technology resources for personal or financial gain is prohibited. The College  
135 reserves the right to offer systems and services that allow for the

136 promotion of personal goods and services, but does not sponsor, endorse, or support said  
137 goods and services.

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139 5.2 The College reserves the right to offer systems and services that allow for the promotion of  
140 charitable goods and services, and to solicit for charitable contributions, but does not sponsor,  
141 endorse, or support said goods, services, and solicitations.

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143 5.3 Use of the College’s technology resources to monitor another user’s data communications, or to  
144 read, copy, change, or delete another user’s files or software without the user’s permission is  
145 prohibited.

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147 5.4 Use of the College’s technology resources to operate any unauthorized network server is  
148 prohibited. This includes, but is not limited to chat, file, print, web, and application servers.

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150 **6.0 The College’s Right to Recourse**

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152 6.1 Access to and use of College technology resources are privileges. These privileges can be  
153 modified, limited, extended, or revoked at the discretion of the college with or without prior  
154 warning or consent.

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156 6.2 Individuals who inappropriately or illegally use college technology services and resources may  
157 suffer all applicable College and legal penalties for such misuse.

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159 6.3 Individuals who violate Allegany College of Maryland Technology Resources Policy may be  
160 subject to discipline, up to and including termination or dismissal.

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162 **User Responsibilities**

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164 The Computer Services department and the President should be notified about violations of laws and  
165 policies governing information use, intellectual property rights, or copyrights, as well as about potential  
166 loopholes in the security of the College’s technology resources.

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168 The user community is expected to cooperate with the College in its operation of technology resources  
169 as well as in the investigation of misuse or abuse. Existing College policies including Sexual  
170 Harassment policies, policies on Student Conduct, Academic Integrity, Facilities Use, etc. will be  
171 enforced as they relate to a violation of the *Allegany College of Maryland Technology Resources Policy*.