
TITLE:	Use of College Computing Resources
NUMBER:	1189
AUTHORIZED BY PRESIDENT:	12/10/96
AMENDED BY PRESIDENT	11/30/2005; 6/23/99

INTENT

The College attempts to provide equitable access for its staff and students to computing resources and to provide an atmosphere that encourages access to knowledge and the sharing of information as it relates to the furtherance of education and research. It is expected that College computing resources will be used by members of the College community with respect for the public trust through which they have been provided and in accordance with policy and procedures established from time to time by the College and its operating units.

SCOPE

In this procedure, computing resources are defined as computers, computer software, networks, and electronic messaging systems (e-mail, voice mail, facsimile and imaging systems) operated by or for the benefits of the 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. Failure to do so is cause for immediate suspension of that resource privilege. Suspension from access is appealable to the Computing Resources Committee and, after that, to the College President. All users shall strictly adhere to both the letter and spirit of this procedure which is provided to insure a predictable, secure computing environment for all users. Failure to comply with the regulations set forth in this procedure may result in loss of information access privileges. Suspension or restriction of access under this procedure is not considered as disciplinary action in and of itself. Serious violations requiring disciplinary action will be referred by the Computer System Administrator to the College disciplinary process and may result in actions under the Whatcom Community College disciplinary policies, or civil or criminal action under state or federal law.

GENERAL PROVISIONS

1. You may use College computing resources only for authorized purposes. You may not use the computing resources for any commercial or personal use.
2. The Classified Union [WFSE] and its members will not use state-owned or operated e-mail, fax machines, the Internet, or intranets to communicate with one another regarding union business with exceptions as outlined in the WFSE Collective Bargaining Agreement, Article 38.4.C & D. Communication that occurs over state-owned equipment is the property of the Employer and may be subject to public disclosure.
3. You may use only those computing resources which you have been authorized to use. If your access to computing 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/her password to you, or 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.
4. You may not copy, rename, alter, examine, or delete the files or programs of another user without the user's permission. System administrators may, as a requirement of system maintenance review the content of files or delete files that are determined to be nonessential.
5. You may not interfere with the use of computing resources by any other authorized user, or compromise the confidentiality of the College's internal business practices or records.



6. You must be aware of copyright law 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.
7. You may not use personal software or devices on the College's system. Preview materials or programs must be approved by computer services personnel prior to installation.
8. You may not forge any electronic message.
9. You may not use the College's computing resources to send a request or display messages or images that offend or harass other staff and students.
10. You may not attempt to interfere with the operation of present or future College computing resources.
11. You may not subvert or attempt to subvert (hacking), or assist others to subvert, the security of any computing resource.
12. The use of software or hardware devices designed to capture or examine network data (protocol analyzer or "sniffer") 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.
13. You may not use College computing resources to create, disseminate, or execute a self-replicating or similar nuisance program (e.g., virus, worm, Trojan horse), whether or not it is destructive in nature.
14. You must follow the rules of the specific College computing station/computer laboratory.

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. Specifically, you agree to comply with the acceptable use policies of the College's Internet provider.

COMPUTING RESOURCES USER COMMITTEE

A Computing Resources User Committee consisting of the computer system administrator or designee (chair), at least one faculty member, one classified staff member and one student will advise the computer system administrator concerning:

1. Appeals, by members of the College community, regarding suspension or other computer system restrictions,
2. Purported computing offenses which may have consequences beyond restricted access and should be referred to the College's disciplinary process.
3. Other computing matters which the committee and the computer system administrator mutually agree to discuss.

USERS APPEAL PROCESS

Anyone who is suspended or otherwise restricted by the computer system administrator from using computing resources may:

1. Appeal in writing to the computer system administrator who will either (a) request the advice of the Computing Resource User Committee, (b) deny the appeal, or (c) reverse or modify the restricted use. Such a decision will be made and communicated in writing, within five (5) working days, to the person making the appeal.



2. Appeal the decision, determined in #1. Above, to the College President who will communicate a final decision to the appellant within five (5) days of receiving the appeal.

ADMINISTRATION

All computing resource policies or procedures must be endorsed by the Board of Trustees or the President of the College or designated representative before they may be placed in force.

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 by Whatcom Community College for sending 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.

Authorized College staff, with due regard for the right of privacy of users and the confidentiality of their data, have the right to suspend or modify information access privileges, examine files, passwords, printouts, tapes and any other material which may aid in the investigation of possible abuse. Any such investigation must be specifically authorized by the President of the College or designated representative. Whenever appropriate, the cooperation and agreement of the user will be sought in advance. Users are expected to cooperate in such investigations when requested to do so. Failure to cooperate in the investigation of possible abuse may be grounds for suspension of information access privileges.

DISCLAIMER

Whatcom Community College accepts NO RESPONSIBILITY for any damage to or loss of data arising directly from or incident to the use of Whatcom Community College computing resources, or for any consequential loss of damage there from. It makes representation of NO WARRANTY, express 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 computing resources which resulted in said loss or damage.

AGREEMENT TO COMPLY

You implicitly acknowledge, by continued system use, your agreement to comply with all published policies and procedures governing the use of this system. You also agree to read all future system "news" messages containing the word "policy", since these will contain information announcing specific policy and procedure changes.

