

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT OPERATING PROCEDURE	DATE: 6/11/96 REVISED: 1/29/02
COMPUTER SYSTEMS/USER RIGHTS & RESPONSIBILITIES	IS8

OVERVIEW

This procedure discusses computer system rights and responsibilities.

FORMS USED

Nondiscrimination Statement of Principles, attachment IS8.A1
 Computer System Security and Use Statement, form IS8.F1
 Multiple User Computer System Security and Use Statement, form IS8.F2

CODES, REGULATIONS, AND DISTRICT POLICIES RELATED TO THIS PROCEDURE:

None.

PRIMARY STAKEHOLDERS: Information Systems, College Instructional Staff, Instructional Computing Systems, Student Affairs/Services

COMMENTS

Grossmont-Cuyamaca Community College District (GCCCD) owns and operates a variety of computing systems, which are provided for the use of Grossmont-Cuyamaca Community College District students, faculty, and staff. These systems are for educational and administrative activities only. *Commercial uses are specifically prohibited.*

GCCCD manages computer systems as an information carrier only. Transmission of material through the GCCCD systems is not an endorsement by GCCCD.

All students, faculty and staff are responsible for seeing that these computing facilities are used in an effective, efficient, ethical, and lawful manner.

This document defines acceptable use of computing systems. Unacceptable use is prohibited and is grounds for loss of computing privileges and disciplinary action, as well as in certain circumstances prosecution under Federal, State, and local law.

Guidelines for World Wide Web Pages are provided in District Operating Procedure *World Wide Web*, IS10.

GUIDELINES AND DEFINITIONS

I. AUDIENCE and AGREEMENT

All users of GCCCD computing systems must comply with the procedures outlined in this document, as well as any additional guidelines established by the administrators of each system.

II. RIGHTS

- A. GCCCD reserves all rights, including termination of service without notice, to the computing resources which it owns and operates. These procedures shall not be construed as a waiver of any rights of GCCCD, nor shall they conflict with applicable acts of Law.
- B. Users of these systems have rights that may be protected by federal, state, and local law.

III. PRIVILEGES

- A. Access and privileges on GCCCD computing systems are assigned and managed by the administrators of specific individual systems. Eligible individuals may become authorized users of a system and be granted appropriate access and privileges by following the approval steps prescribed for that system.
- B. Users may not, under any circumstances, transfer or confer these privileges to other individuals. Accounts assigned to an individual shall not be used by others without explicit written permission from the systems administrator, with the exception that users may designate others to access their e-mail and voice mail accounts. The authorized user is responsible for the proper use of the system, including any password protection.

IV. RESPONSIBILITIES

- A. System Administrators are responsible for the following:
 - 1) Setting minimum guidelines within which users must conduct their activities.
 - 2) Protecting the user's privacy to the fullest extent possible.
 - 3) Providing access to approved internal networks which furnish electronic mail, information services, bulletin boards, conferences, etc.
 - 4) Providing access to external networks via the Internet.
 - (a) GCCCD does not assume responsibility for the contents of any of these external networks.
- B. Users are responsible for the following:
 - 1) An environment in which resources are shared equitably among users.

- 2) An environment conducive to learning. A user who harasses, or makes defamatory or derogatory remarks while using the GCCCD computer systems bears full responsibility for his or her actions.
- 3) An environment which respects the computer use guidelines for connected networks.
 - (a) The user must comply with the acceptable use guidelines for whichever networks or services he/she may access through GCCCD systems.
 - (b) The user must follow proper etiquette on all networks. For further information, see electronic mail etiquette descriptions provided in this procedure.
 - (c) The user must agree to never transmit, or cause to be transmitted, any message in which the origination is deliberately misleading (except for those outside services which may conceal identities as part of the service).
- 4) An environment free of illegal or malicious acts:

The user must agree to never use a system to perform an illegal or malicious act. GCCCD will consider any attempt to utilize access at a level higher than that to which (s) he is authorized, or any attempt to deprive other authorized users of resources or access to any GCCCD computer system as malicious, and may be treated as an illegal act.

- 5) A secure environment:
 - (a) The user's knowledge of passwords or of loopholes in computer security systems shall not be used to damage computing resources, obtain extra resources, take resources from another user, gain unauthorized access to resources or otherwise make use of computing resources for which proper authorization has not been given.
 - (b) Users are responsible for proper password maintenance, including periodic changes and safeguarding the password.
 - (c) Users are responsible for backup of their own data. GCCCD is not responsible for loss of data.

V. Right to Privacy

A. General Provisions

Network traffic, and e-mail and voice mail in particular, may be considered a public record of the Grossmont-Cuyamaca Community College District. Such records are subject to examination by District officials in the necessary conduct of District business and release by request under provisions of California Government Code Section 6250 et.seq. Specifically, managers and supervisors are authorized to gain

access to their employees e-mail and voice mail accounts for the purposes stated above.

B. Electronic Mail:

- 1) While reasonable attempts have been made to ensure the privacy of users' electronic mail, this is no guarantee that electronic mail is private. The computing systems and networks to which they are connected are not necessarily secure.
- 2) If storage capacities are exceeded, users' mail may be deleted.
- 3) Misdelayed mail will be returned to sender, unread if possible.
- 4) When closing an account, any mail in the account will be deleted.

C. Other forms of data:

User programs and files are confidential unless they have been made available explicitly to other authorized individuals. While GCCCD reserves the right to access all information stored on district computers when performing system maintenance, system administrators will protect users' privacy to the fullest extent possible.

VI. NONDISCRIMINATION

See Nondiscrimination Statement of Principles, attachment IS8.A1

VII. COPYRIGHT

Computer software protected by copyright shall not be copied from, into, or by means of, GCCCD computing facilities, except as permitted by law or by the contract with the owner of the copyright. The number of copies and distribution of copies may not be done in such a way that the number of simultaneous users exceeds the number of original copies purchased.

VIII. VIOLATIONS

- A. Any user's privileges may be suspended immediately upon the discovery of a possible violation of these guidelines. Such suspected violations will be confidentially reported to the appropriate district official(s).
- B. Violations of these policies will be dealt with in the same manner as violations of other District policies and may result in disciplinary review. In such a review, the full range of disciplinary sanctions is available including the loss of computer use privileges, dismissal from the college, and legal action. Violations of the procedures above may constitute a criminal offense.
- C. Any user who files a complaint or otherwise protests against discrimination has the

right to be free from any retaliatory action because of the complaint or protest. Any user who protests against discriminatory conduct and who is subsequently subject to retaliatory action because of the protests may file an additional or amended complaint with the appropriate college or district administrator.

IX. ADDITIONAL GUIDELINES

System administrators may develop more detailed guidelines, as needed, for any of the GCCCD computing systems. These guidelines will cover such issues as allowable connect time and disk space, handling of irretrievable mail, responsibility for account approval and other items related to administering the system.

<u>STEP</u>	<u>TASK PERFORMED BY</u>	<u>DESCRIPTION</u>
1	Information Systems/ College Instructional Staff Student Affairs/ Services	<p>Publish Computer Use Agreement Ensure that new systems users read both this GCCCD procedure on computer system user rights and responsibilities, including the Nondiscrimination Statement of Principles, attachment IS8.A1 and the Computer System Security and Use Statement Agreement form IS8.F1.</p> <p>Obtain user name, identification number, signature, and date signed on the GCCCD Computer System Security and Use Statement Agreement form. Provide a copy of the signed form to the user. The employee directly responsible for obtaining the Computer Use Agreement from the user should retain the original.</p> <p>College Instructional Staff may obtain student user signatures and identification numbers on the Multiple User Computer System Security and Use Statement, form IS8.F2.</p>
2	System Users	<p>Read and Sign Computer Use Agreement Staff Users must sign the Computer System Security and Use Statement, form IS8.F1. Students may use the multiple user form, IS8.F2.</p>
3	System Users	<p>Use Appropriate Electronic Mail Etiquette At minimum, adhere to the following electronic mail etiquette practices:</p> <ul style="list-style-type: none"> • Be selective in the choice of address groups. For example, "ALL-USERS" should not be used when the message is for a specific site or group. • Do not use e-mail for advertisements, solicitations, jokes, or pranks. An electronic bulletin board is available to make announcements of upcoming events, items for sale, etc. • The use of racist or sexist phrases is inappropriate. • Avoid "quick" responses to angry messages. • Remember that all messages can be electronically stored by recipients and/or forwarded to others and may be recalled later.

- Remember that computer screens have no facial expressions. Read messages carefully to ensure that they communicate the intended message.
- Mail messages in capital letters may be difficult to read and are often viewed as the electronic equivalent of shouting.
- Review electronic messages on a regular basis and delete those which are no longer required.