



Cambridge College

Information Technology Department

Phone: 800-877-4723 Ext.1159 - Email: it@cambridgecollege.edu

Website: <http://www.cambridgecollege.edu/it>

Cambridge College Network and Computers Acceptable Use Policy

General statement of Principles

The Cambridge College encourages the creative and innovative use of information technology to enhance its teaching, research, and public service mission. Users will not have their right to access denied or abridged due to the individual's race, color, religion, sex, sexual orientation, national origin or citizenship status, age, disability, or veteran's status. The College respects the intellectual labor and creativity of others and seeks to protect the free and peaceful expression of ideas. All members of the College share responsibility for maintaining an environment where actions are guided by mutual respect, integrity and reason.

Cambridge College expects all members of its community to use network systems with proper regard for the rights of others and the College. Abuse of these privileges will be subject to disciplinary action, as established by the operating policies and procedures of the College. The College reserves the right to limit access in response to evidence of violations of College policy or federal, state or local laws. All members of the College community are bound by federal, state and local laws relating to civil rights, harassment, copyright, security, pornography, privacy, and other statutes relating to electronic media.

It should be understood that this policy does not preclude enforcement under the laws and regulations of the United States of America, the Commonwealth of Massachusetts or local communities.

Who is covered by this policy?

All users of the Cambridge College electronic communications systems are subject to the provisions of the policy, including those who rely on remote or off-campus access to these systems. Use of these systems implies consent with this policy, as well as other applicable College policies and local, state and federal laws. For individuals whose network accounts are primarily for representing units or special projects, further policies may apply as governed by the needs of the unit or project.

Individual privileges

The following individual privileges are extended to all users of electronic communication systems. However, it is understood that each of these privileges is conditioned upon acceptance of the accompanying responsibilities.



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Free expression

There shall be no restrictions placed on the fundamental rights to free speech except those necessary to protect the rights of others and to preserve the order necessary for the College to function as an institution of higher learning. Given the diverse cultural backgrounds of users, the College cannot protect individuals against exposure to materials that they may consider personally offensive. Nevertheless, the College reserves the right to take restrictive actions in response to complaints that posted material creates a hostile environment for individuals or classes of individuals. The College also has the responsibility to take restrictive action when a user violates College policy or federal, state or local laws.

Privacy

Users may expect to keep personal electronic mail correspondence reasonably confidential. Users should be sensitive to the inherent limitations of shared network resources in protecting privacy. Some examples of this may include printing personal messages on a shared printer or leaving a message or account open on a computer in a public computer lab. Specific personal electronic communications and computer files will not be searched deliberately to seek evidence of malfeasance except in an emergency or as part of a formal investigation by an authorized authority.

Due Process

The College will use due process in cases of discipline resulting from rules violations. The College's administrative procedures promote fundamental fairness, although they do not follow the traditional common law adversarial method of a court of law. System administrators are authorized to take any actions deemed necessary to preserve the integrity of the system, including immediate temporary suspension of access by any user allegedly involved in a violation pending the outcome of an investigation. See below for the procedure for addressing violations of this policy.

Individual Responsibilities

Users of the Cambridge College's network systems accept responsibilities that include, but are not limited to, the following specific examples.

Respect for intended use of resources

Users are responsible for all actions taken on their network account. Individual password security is the responsibility of the user and he/she should take precautions against others obtaining unauthorized access to his/her personal account. If the user allows another individual access to his/her account, the user assumes full



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responsibility for the actions of the individual while logged into his/her account. Accounts are not to be used for conducting personal business enterprises, including consulting for private gain. The College's electronic communication systems are to be used only for the furtherance of the College's mission and not for personal benefit.

Respect for privacy of others

Users shall not access anyone else's electronic resources, including files and mail, without specific permission from the owner. Permission does not include sharing account information as designated above, but allows for collectively reading e-mail and sharing files using network services. The user shall not take advantage of another's inexperience or negligence to gain access to any computer account, data, software, or file for which he or she has not received explicit permission to access.

Respect for shared nature of resources

Users will not encroach on others' use of the College's computers and network facilities. No user should attempt to modify the College system or network facilities or to crash systems. Users should avoid activities that unreasonably tax systems resources, including but not limited to: sending an excessive number of messages either locally or over the Internet; participating in electronic chain letters, frivolously printing multiple copies

of documents, files or data; excessive game playing; modifying system facilities, operating systems, or disk partitions; or damaging or vandalizing College computing facilities, equipment, software, or computer files.

Respect for intellectual property

Respect for intellectual labor and creativity is vital to the academic discourse and enterprise. This principle encompasses respect for the right to acknowledgement, right to privacy, and right to determine the form, manner, and terms of publication and distribution. Examples of violations include, but are not limited to: copying copyrighted software without express written permission of the copyright owner; failing to obtain necessary licensing for software or to adhere to all licensing provisions (installation, use, copying, number of simultaneous users, term of license, and so on); plagiarism or inadequate attribution of the intellectual property of others; posting of texts, images, audio works in disregard of copyright restrictions; or unauthorized publication or distribution of another's work or writing.

Respect for integrity of system or network

Accounts shall not be used for unauthorized access and/or attempts to access computers, computer software, computer data or information, or networks without



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proper authorization, regardless of whether the computer, software, data, information, or network in question is owned by the College. Abuse of networks or computers at other sites using Cambridge College resources will be treated as an abuse of computing privileges at the College. Users are prohibited from attempting to circumvent or subvert any system's security measures.

Reporting Violations

If a user believes that a violation of this policy or criminal act has occurred, the user should contact the Office of Information Technology. College officials will take appropriate action in accordance with established College procedures. Infractions that may be violations of federal, state or local laws will be reported by College officials to the appropriate authorities.

In some situations, it may be necessary to suspend account privileges to prevent ongoing misuse while the alleged violation is under investigation.

The system administrator reserves the right to immediate temporary suspension of the account(s) of anyone suspected of a violation, pending the outcome of investigation by the appropriate office. In the case of minor, first time offenses, the system administrator may choose to resolve the situation informally without reporting the violation to other College officials. Appeals of any disciplinary decision will be handled according to existing law, College policies, and disciplinary procedures.

Administration and Implementation

Systems administrators will manage network systems in a manner that is consistent with the system's importance for campus communication and the need for privacy of personal electronic mail messages. In connection with their responsibilities, professional staff members may, on occasion, need access or monitor parts of the system and thereby be given access to the contents of certain electronic mail messages. System administrators will respect the privacy of personal communications encountered on the systems. However, if, during the course of routine duties, a system administrator encounters information that is a breach of this policy or a criminal act has been or is about to be committed, they will report the existence and source of this information to the appropriate college administrator. The college administration shall make all decisions regarding reporting any criminal acts, as referred to above, to the proper authorities.

Systems administrators are not responsible for monitoring user activity or content on any network system. However, when they become aware of violations, either through the normal course of duty or by a complaint, it is their responsibility to refer the matter to the appropriate office of the college for investigation and possible discipline. To forestall an immediate threat to the security of a system or its users, system administrators may immediately suspend access of the people involved in the violation



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while the incident is being investigated. They may also take other actions to preserve the state of files and other information relevant to an investigation.

Specific personal electronic communication and computer files will not be searched deliberately to seek evidence of malfeasance except when the appropriate authorities feel it is necessary in order to: enforce policies regarding harassment and the safety of individuals; to prevent the posting of proprietary software or texts, images, or audio works in disregard of

copyright restrictions or contractual obligations; to safeguard the integrity of computers, networks, and data either at the College or elsewhere; and to protect the College against seriously damaging consequences.

In general, electronic mail is considered private information between sender and recipient account holder. There may be exceptional circumstances where the College may release electronic mail to other parties. These situations may include, but are not limited to, the death of the account holder, when an absent or terminated employee has received mail associated with his/her job responsibilities, or during the course of a criminal investigation by authorized legal authorities.

The College recognizes that all network system users are bound by federal, state, and local laws relating to civil rights, harassment, copyright, pornography, privacy, security and other statutes relating to electronic media. Nothing in this policy should be interpreted as precluding enforcement of the laws and regulations of the United States of America, State of Massachusetts or any locality in the state of Massachusetts.

Acceptable Use agreement

The account issued to you by Information Technologies shall be used only in the manner described below. Violations of these rules may be cause for referral of the matter to the appropriate College office or department.

Only the person to whom it is issued shall use the account. You are responsible for the actions of anyone using your account.

All passwords issued are to be held privately and securely. Be responsible for all use of your accounts and for protecting each account's password. In other words, do not share computer accounts. If someone else learns your password, you must change it. The account shall be used for academic and administrative purposes pertaining to the Cambridge College only. You may send and receive electronic mail and maintain personal information as long as you observe the rules of etiquette, including refraining from obscenities and profanity. You may NOT conduct business transactions on the Cambridge College system or through networks. This prohibition extends to consulting for private gain.

The account shall not be used for unauthorized access and/or attempts to access computers, computer software, computer data or information, or networks without proper authorization, regardless of whether the computer, software,



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data, information, or network in question is owned by the College. (That is, if you abuse the networks to which the College belongs or the computers at the other sites connected to those networks, the College will treat this matter as an abuse of your Cambridge College computing privileges.)

The user shall not take advantage of another's inexperience or negligence to gain access to any computer account, data, software, or file for which he/she has not received explicit permission to access.

The user shall not send fraudulent computer mail, break into another user's electronic Mailbox, or read someone else's electronic mail without his/her permission.

The user shall not use the College's computing resources to harass or threaten other users.

Software, other than freeware/shareware, may NOT be copied without written permission of the system administrator.

The user is responsible for maintaining the security of his/her own data and for making backups of such data unless such data is stored on servers maintained by the Department of Information Technology.

The user shall not encroach on others' use of the College's computers. Examples are: disrupting others' computer use by excessive game playing; by sending excessive messages; by printing excessive copies of documents, files, data, or programs; by modifying system facilities, operating systems, or disk partitions; by attempting to crash or tie up a College computer; or by damaging or vandalizing College computing facilities, equipment, software, or computer files.

The user should report any abuse of the above to the appropriate project director, instructor, supervisor, system administrator, or other College authority.

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