8.10 Computer Usage

As with all College assets, our computer systems, hardware and software are intended to be used for authorized business use. **Inappropriate use of computer hardware and/or software may result in loss of access privileges and disciplinary action, up to and including termination.**

Inappropriate use includes, but is not limited to:

- Unauthorized attempts to access another employee’s e-mail account.
- Unauthorized sharing of any access codes or passwords.
- Transmission of sensitive or proprietary information to unauthorized persons or organizations.
- Transmission or storage of cartoons, sexually explicit images or messages or any transmission containing ethnic slurs, racial epithets or anything which may be construed as harassment or disparagement of others based on their age, gender, race, national origin, color, disability, religious beliefs or other protected classification.
- Any illegal or unethical computer-related activities or any computer-related activity which could adversely affect the College or the College’s image.
- Use of the College’s computers, systems, e-mail, Internet access, etc. for personal entertainment purposes, such as accepting or transmitting chain letters, gambling, or game playing.
- Use of the College’s computers, systems, e-mail, Internet access, etc., for downloading or transmitting excessively large files or pictures; and other uses which could cause system malfunctions.
- Use of the College’s computer, e-mail and Internet access systems that is disruptive, threatening, derogatory, harassing, discriminatory or offensive to others.
- Failure to perform a virus scan before accessing any file received via the Internet.
- Accessing any Web site that may violate copyright infringement rights.
- Accessing or submitting messages to any news or blog group for non-business reasons.

Management will have unrestricted access to information stored in the computer systems, including emails and files on your computer. Personal passwords should not be considered a guarantee of privacy. Employees should not expect any information stored on the College’s computer system to be private. From time to time, especially if you are absent, Management may access your computer files and/or email to better serve our students and other business needs. The confidentiality of all student information and documents stored on our system should be protected, as described in the College’s Confidentiality policy Section 3.3 of this handbook.

This policy is not intended to and does not prohibit protected, concerted activity.

Last Updated: 12/18/2007