143.00 TECHNOLOGY USAGE BY EMPLOYEES

The purpose of all technology resources at Cowley College is to promote and enhance education, instruction, and research activities in accordance with the College's mission statement. College employees are not to participate in the following activities while using College technologies. These activities are unethical and/or unacceptable and may violate state or federal laws:

1. Loading or installing software on any computer or on the network without approval by IT.

2. Attaching or installing any equipment not owned by the College on any computer or on the network without approval by IT.

3. Modifying or moving (on or off campus) any technology equipment or software without prior authorization from the appropriate college administrator.

4. Performing any act that will interfere with the normal operations of the College's technology. This includes connecting any unauthorized equipment to the computer network.

5. Excessive personal use. Use may be excessive if it overburdens a network, results in substantial use of system capacity, or otherwise subjects the institution to increased costs or risks.

6. Unauthorized personal use. Information technology resources, including e-mail and the web, shall not be used for personal commercial gain, for charitable solicitations unless these are authorized by the appropriate college administrator, for personal political activities such as campaigning for candidates for public office, or for lobbying of public officials.

7. Use of technology resources to threaten, harass or offend others. Technology resources shall not be used to intimidate or create an atmosphere of harassment based upon gender, race, religion, ethnic origin, creed or sexual orientation. Fraudulent, threatening, obscene, or pornographic use for distribution, to harass, or intimidate is prohibited.

8. Attempting to gain or gaining unauthorized access to the network, any computer, or the files of another person.

9. Undermining password security. No one should use the username or password of another; nor should anyone provide his or her username or password to another, except in the cases necessary to facilitate computer maintenance and repairs by the Computer Center staff.

10. Willful misrepresentation of yourself as another person in any electronic communication.

11. Distributing unsolicited mass mailings. This includes information not directly dealing with College business, events or announcements such as electronic chain letters, advertisements of for-sale items, community events, etc., without authorization from the appropriate College administrator.

12. Using any College technology resource to violate local, state, or federal law, or another College policy.

13. Violating libel, copyright, fair-use, or trademark laws while using Cowley technology resources.

Failure to comply with designated stipulations may result in disciplinary action or termination.

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