



Category

9-03 Network Services Acceptable Use Policy for Students, Faculty, Staff and Visitors

Approval

LC Approved: 6/14/13
Effective Date: 6/17/13
Revised: 06/13
Responsible Party: Executive Director of Technology

Policy Statement

Purpose:

The purpose of this statement is to set forth guidance and policy with regard to acceptable use standards for College computing and information technology resources.¹

Preface:

Wichita Area Technical College seeks to provide a learning environment that encourages the free exchange of ideas and the sharing of information. Such an environment includes usage of up-to-date computing and information technology resources providing access to local, national and international information sources. Access to College computing and information technology resources is a privilege and Wichita Area Technical College expects all users to use such resources in a responsible manner. This statement is intended to set forth College policy relative to such expected responsible usage.

Policy Statement:

1. The following policies, rules and conditions apply to all users of Wichita Area Technical College's computing and information technology resources² (hereinafter "Users"). Additional policies from departmental systems within the College may also apply. Violations of these policies are unacceptable, unethical and possibly unlawful. Violations may result in disciplinary measures that may include immediate revocation of access, termination of employment or student status and/or legal action.

2. Computing and information technology resources provided by Wichita Area Technical College are made available to students, faculty, staff and others primarily as tools for enhancing and facilitating learning, teaching, scholarly research, communications and the operation and administration of the College. Uses which are not directly related to these purposes will be considered secondary activities and should such secondary activities in any way interfere with the activities primary to the operations of Wichita Area Technical College, they may be terminated immediately.

3. Personal computing devices purchased by the college for WATC Employees or Students, such as iPad tablet computers, may be used for personal benefit providing the majority of its use benefits the mission of the college. Personal devices purchased for WATC employees or Students are exempt from this policy when not connected to the WATC network.
4. Each User is solely responsible for the usage incurred at a workstation and individuals with an assigned account may not share the account or permit others to use. If the User believes that an unauthorized person[s] may have used the assigned account, the User should contact the IT Helpdesk immediately. Users who intentionally abuse accounts and privileges, degrade system performance, misappropriate computer resources or interfere with the operation of the College's computing and information technology resources are subject to disciplinary actions pursuant to established College procedures, up to and including termination of employment or student status. Upon termination of enrollment or employment, account access will be immediately terminated.
5. Users must abide by and comply with all applicable software licenses, copyright and intellectual property policies, and applicable federal and state laws.
6. Users shall not intentionally seek, provide or modify information in files or programs, or obtain copies of files or programs belonging to other computer users without permission. This includes all system files and accounts.
7. An account and a password are intended as entrance keys to the College's computing and information technology resources. They should not be used by anyone other than the assigned user.
8. The College's computing and information technology resources are not to be used for the transmission of commercial or personal advertisements, solicitations, promotions, destructive programs, political material or other unauthorized purposes or uses.
9. Users should refrain from acts that waste College resources and from usage that prevents others from using the College's computing and information technology resources in accord with this policy.
10. Users shall not intentionally develop or use programs that infiltrate the College's computing and information technology resources and/or damage the software or hardware components of said resources.
11. College computing and information technology resources should not be used for private or commercial gain. The posting of chain letters, representing oneself electronically as another user, or configuring hardware or software to intentionally allow access by unauthorized users are prohibited.
12. The use of the College's computing and information technology resources to send, upload, download, post, transmit or store fraudulent, harassing, sexually explicit or pornographic materials (unless reasonably related to a faculty member's research), child pornography (as

defined by state or federal law), profane, libelous, threatening, intimidating or other unlawful messages is specifically prohibited.

13. Access to the College's computing and information technology resources at any given time cannot be and is not guaranteed. While reasonable efforts will be made to provide access, Users must understand that access will sometimes be down due to power failures, system testing, maintenance and other special circumstances as determined by the IT Department.

14. The College employs various measures to protect the security of its computing and information technology resources and its User's accounts. However, Users should be aware that the College cannot guarantee security and confidentiality and that their use of College computing and information technology resources is not completely private.

15. Users should understand that delivery of E-mail cannot be assured and that recovery of lost E-mail may not be possible.

16. Users should understand that authorized College personnel must have access to E-mail and related information stored on IT Department resources. This access is required for reasons that include retrieving business-related information, trouble-shooting hardware and software problems, preventing unauthorized access and system misuse or abuse, assuring compliance with software distribution policies and complying with legal and regulatory requests for information.

17. Users should understand that while the College does not routinely monitor individual usage of its computing resources, the normal operation and maintenance of its computing resources require the backup and caching of data and communications; the logging of activity; the monitoring of general usage patterns; and other such activities that are necessary for the delivery of service. The College may also specifically monitor the activity and accounts of individual users of College computing and information technology resources, including individual login sessions and the contents of individual communications, without notice to the User; provided, however, that any such individual monitoring must be authorized in advance by the College's Director of Technology in consultation with the College's President or Vice-Presidents.

18. Users should understand that the College, in its discretion or as required by law, judicial or regulatory order, may disclose the results of any general or individual monitoring, including the contents and records of individual communications, to appropriate College personnel, representatives of the College or law enforcement agencies and may use those results in appropriate College disciplinary proceedings.

19. Users should understand that communications made using College computing and information technology resources are considered to be non-confidential communications and that they should have no expectation of privacy regarding such communications. Such communications may be subject to disclosure through legal proceedings and/or may also be subject to access and disclosure pursuant to the Kansas Open Records Act.

20. By using College computing and information technology resources, individuals and other entities agree to abide by all applicable policies and procedures adopted by the College, the

Kansas Board of Regents, the state of Kansas, and the usage guidelines of other networks linked to the College's computing and information technology resources.

¹For purposes of this policy, College computing and information technology resources are used for the electronic transmission of information, and, include, by way of illustration and not limitation, telecommunications, wireless transmissions, all equipment (including laptop computers), software, networks, Internet access, and data provided by or otherwise made available through Wichita Area Technical College, whether leased or owned, and located in College libraries, computing centers, college and departmental computer labs, and public access computers throughout the college.