

BOARD POLICY

WESTERN IOWA TECH COMMUNITY COLLEGE

Series Number 400.48

Title All Personnel

Computer Conduct

Employees shall follow ethical and professional guidelines when using College computer equipment and peripheral resources.

College computer systems are provided by WITCC for use by students, faculty, and staff for the purpose of furthering the educational mission of the College, this includes course work, college-related educational endeavors, and business operations. Each user is expected to follow established computer conduct policies and not to interfere with or disrupt the orderly processes of WITCC resources. Users accept the responsibility for utilizing services in ways that are ethical, that demonstrate academic integrity and respect for others who share this resource. Users must follow all existing federal, state, and local laws as they relate to computer conduct.

Acts of misconduct which will be the cause for disciplinary action up to and including discharge, as well as possible legal and/or civil action:

1. Unauthorized copying of anything that is licensed or protected by copyright. This includes, but is not limited to any software (including operating systems, programs, applications, databases, or code), multimedia files (including music, movies, or audio), or text files.
2. "Computer hacking" (i.e. unwanted or unsolicited entry into a computer system). This includes, but is not limited to, successful acts of hacking, unsuccessful hacking attempts, possession of the tools used for computer hacking, or running programs that attempt to identify passwords or codes.
3. Knowingly introducing a "computer virus" to a computer or network (i.e. a program – either harmless or damaging – which attaches itself to another program and/or has the capability to reproduce in order to infect other computers).
4. Gaining unauthorized access to information that is private or protected or attempting to do so. Willful damage or misuse of systems, applications, databases, code, or data. Attempting to gain network privileges to which you are not entitled.
5. Unauthorized alteration of system configuration. This includes, but is not limited to, interrupting programs that protect data or secure systems, or attempting to do so. Downloading and/or installing software, or attempting to do so.
6. Introducing or using profanity/obscenities on the network including, but not limited to, the campus network, Internet, or any other communications configuration which is accessible by or connected to College computers or computer systems.

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Computer Conduct (continued)

7. Using the network to conduct business or solicit services, and/or develop, introduce, or circulate inflammatory comments or subjects.

8. Sharing of assigned logins with anyone else for any reason. Unauthorized use of another person's login or attempting to do so. Unauthorized use of a generic login outside of the context for which that login was created. **Each student/employee will be responsible for all activities under his/her assigned login.**

9. Inappropriate or misuse of e-mail. This involves **sending** unsolicited e-mail (including junk mail, jokes, or chain letters) to users of the College's e-mail system that is of a non-business nature.

10. Installing unauthorized personal hardware or software to any computer or network.

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Date of adoption 12/11/95

Legal Reference: (Code of Iowa)

Date of last revision 12/11/95

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Related Administrative Procedures and Cross References _____

B O A R D P O L I C Y

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