

# Information Systems Acceptable Use Policy

## I. Introduction

The Quinsigamond Community College Information System has been designed and developed to support and enhance information resources for the students, faculty, and staff of Quinsigamond Community College in their College related activities. This is accomplished by providing computing facilities including electronic mail capabilities, Internet access, and appropriate data access for on-campus use of the College community. The intent of this policy is not to limit usage but to ensure stability of both the Academic and the computing environment. As such, this policy is a dynamic document that will be modified as needed. This policy applies to all members of the College community and refers to all electronic resources at the College. Resources provided as part of the College's Information system, including, but not limited to, electronic mail capabilities, Internet access, and appropriate data access, may be used only for College business, and/or for purposes specifically authorized by the College. Any person who uses the College Information System consents to all of the provisions of this policy and agrees to comply with all of its terms and conditions and with all applicable state, federal, and international laws and regulations.

**Violators of College policies are subject to disciplinary action, including but not limited to loss of computer and network access privileges. All actions may be appealed by the user according to the established College appeal process.**

## II. Disclaimer

1. All systems hardware and software are the property of Quinsigamond Community College and subject to audit by the College and the Commonwealth of Massachusetts.
2. Quinsigamond Community College may, at its own discretion, examine, move, or delete files, including electronic mail, for purposes of system maintenance or if the files are determined to be disruptive to the system or its users, intentionally or unintentionally. (see Appendix D)
3. The school makes no warranties of any kind, whether expressed or implied, for the services it is providing.
4. The College will not be responsible for any damages suffered while on this system. Including loss of personal data due to system outages or irresponsible use.
5. Quinsigamond Community College is not responsible for offensive material obtained by any user using college information systems.

## III. Information System Acceptable Use Policy

1. Copying material bearing copyrights or patents without proper licensing or authority is prohibited.
2. Accessing material or data belonging to other QCC information systems users without proper authority is prohibited.
3. Using College information systems for political lobbying (see Appendix A) or commercial purposes is prohibited.
4. To copy or remove software from College microcomputers is prohibited.
5. Installation of system hardware or software by unauthorized personnel is prohibited. -
6. Use of College information systems that is offensive or harassing is prohibited. (see Appendix B)
7. Use of College information systems which violates ANY College policy is prohibited.

8. Viewing or transmission of any material that violates any state, federal, or international law is prohibited.
9. Use of College information systems to gain unauthorized access to any system or data is prohibited.

#### **IV. Electronic Mail Policy**

1. The College **does not** guarantee privacy or confidentiality of any electronic mail.
2. Use of electronic mail to violate this or ANY College policy is prohibited.
3. The user bears sole responsibility for all transmissions using their assigned email address.
4. Concealment or misrepresentation of names, addresses, or affiliations in electronic mail is prohibited.
5. Use of electronic mail for commercial purposes is prohibited.
6. Use of electronic mail that is threatening, offensive or for purposes of harassment is prohibited.(see Appendix B)
7. Electronic mail is part of the business record of the College and may be inspected or subject to discovery in litigation and freedom of information act requests. (see Appendix D)

#### **V. Prohibition on Viewing or Distributing Obscene Materials**

1. A user may not access, download, store, or transmit obscene materials through the College's computer network system.

#### **VI. Acceptance of Personal Responsibility**

The user is solely responsible for all materials viewed, stored, or transmitted from QCC-based computers. QCC expects, however, that users will comply with all College rules and state and federal laws related to Internet use. Failure to do so may result in the suspension or revocation of a user's access privileges and disciplinary measures, including the possibility of civil and/or criminal liability as described in Appendix C.

# Information Systems Acceptable Use Policy (APPENDICIES)

## Appendix A

Pursuant to Massachusetts Campaign Finance Laws, no governmental resources (including computers, fax machines, modems, printers and/or copy machines) may be used by any person (including a public employee, whether during work hours or otherwise) in order to promote or oppose a political candidate or ballot question or for the purpose of disseminating materials that advocate a particular vote on a ballot question or a political candidate. Further, in addition to the prohibition of any type of political fundraising on State property, a public employee is prohibited from soliciting or receiving, directly or indirectly, any contribution for any political purpose.

## Appendix B

No member of the community, under any circumstances, may use Quinsigamond Community College's computers or networks to libel, slander, or harass any other person. The following shall constitute computer harassment: (1) using the computer to annoy, harass, terrify, intimidate, threaten, offend or bother another person by conveying obscene language, pictures, or other materials, or threats of bodily harm to the recipient or the recipient's immediate family; (2) using the computer to contact another person repeatedly with the intent to annoy, harass, or bother, whether or not any actual message is communicated, and/or where no purpose of legitimate communication exists, and where the recipient has expressed a desire for the communication to cease; (3) using the computer to contact another person repeatedly regarding a matter for which one does not have the legal right to communicate, once the recipient has provided reasonable notice that he or she desire such communication to cease; (4) using the computer to disrupt or damage the academic research, administrative, or related pursuits of another; and (5) using the computer to invade the privacy, academic or otherwise, of another or the threatened invasion of privacy of another.

## Appendix C

Any user that violates this policy will be subject to disciplinary action. Further, inappropriate use, whether intentional or not, may result in civil and/or criminal liability, and/or a violation of the Electronic Communications Privacy Act of 1986, the Family Educational Rights and Privacy Act, Massachusetts Wiretap and/or Privacy Laws, defamation, copyright and/or trademark infringement laws and/or sexually harassment and discrimination laws.

## Appendix D

Authority to perform audit and discovery procedures can only be given by the President or the Presidents Designee. Occasionally, to preserve system security and stability, it is necessary to perform actions that result in the loss of data or the removal of software. Whenever possible the user will be notified prior to any action taking place. However, if system security or stability is at risk, the action will be performed first and the user will be notified at the earliest possible convenience.