

AR 3720 Computer and Network Use

References:

15 U.S. Code Sections 6801 et seq. ;

17 U.S. Code Sections 101 et seq.;

16 Code of Federal Regulations Parts 314.1 et seq. ;

Federal Rules of Civil Procedure, Rules 16, 26, 33, 34, 37, 45;

ORS 341.290(4)

The Tillamook Bay Community College Computer and Network systems are the sole property of Tillamook Bay Community College. They may not be used by any person without the proper authorization of Tillamook Bay Community College. The Computer and Network systems are for Tillamook Bay Community College instructional and work-related purposes only.

This procedure applies to all Tillamook Bay Community College students, faculty, and staff and to others granted use of Tillamook Bay Community College information resources. This procedure refers to all Tillamook Bay Community College information resources whether individually controlled or shared, stand-alone or networked. It applies to all computer and computer communication facilities owned, leased, operated, or contracted by Tillamook Bay Community College. This includes personal computers, workstations, minicomputers, and associated peripherals, software and information resources, regardless of whether used for administration, research, teaching, or other purposes.

Conditions of Use

Individual units within Tillamook Bay Community College may define additional conditions of use for information resources under their control. These statements must be consistent with this overall procedure but may provide additional detail, guidelines, or restrictions.

Legal Process

This procedure exists within the framework of the Tillamook Bay Community College board policy and state and federal laws. A user of Tillamook Bay Community College information resources who is found to have violated any of these policies will be subject to disciplinary action up to and including but not limited to loss of information resources privileges; disciplinary suspension or termination from employment or expulsion; or civil or criminal legal action.

Copyrights and Licenses

Computer users must respect copyrights and licenses to software and other on-line information.

Copying - Software protected by copyright may not be copied except as expressly permitted by the owner of the copyright or otherwise permitted by copyright law. Protected software may not be copied into, from, or by any Tillamook Bay Community College facility or system, except pursuant to a valid license or as otherwise permitted by copyright law.

Number of Simultaneous Users - The number and distribution of copies must be handled in such a way that the number of simultaneous users in a department does not exceed the number of original

copies purchased by that department, unless otherwise stipulated in the purchase contract.

Copyrights - In addition to software, all other copyrighted information (text, images, icons, programs, etc.) retrieved from computer or network resources must be used in conformance with applicable copyright and other law. Copied material must be properly attributed. Plagiarism of computer information is prohibited in the same way that plagiarism of any other protected work is prohibited.

Integrity of Information Resources

Computer users must respect the integrity of computer-based information resources.

Modification or Removal of Equipment - Computer users must not attempt to modify or remove computer equipment, software, or peripherals that are owned by others without proper authorization.

Unauthorized Use - Computer users must not interfere with others' access and use of Tillamook Bay Community College computers. This includes but is not limited to: the sending of chain letters or excessive messages, either locally or off-campus; printing excess copies of documents, files, data, or programs; running grossly inefficient programs when efficient alternatives are known by the user to be available; unauthorized modification of system facilities, operating systems, or disk partitions; attempting to crash or tie up a Tillamook Bay Community College computer or network; and damaging or vandalizing Tillamook Bay Community College computing facilities, equipment, software or computer files.

Unauthorized Programs - Computer users must not intentionally develop or use programs which disrupt other computer users, or which access private or restricted portions of the system, or which damage the software or hardware components of the system. Computer users must ensure that they do not use programs or utilities that interfere with other computer users or that modify normally protected or restricted portions of the system or user accounts. The use of any unauthorized or destructive program will result in disciplinary action as provided in this procedure and may further lead to civil or criminal legal proceedings.

Unauthorized Access

Computer users must not seek to gain unauthorized access to information resources and must not assist any other persons to gain unauthorized access.

Abuse of Computing Privileges - Users of Tillamook Bay Community College information resources must not access computers, computer software, computer data, or information, or networks without proper authorization, or intentionally enable others to do so, regardless of whether the computer, software, data, information, or network in question is owned by Tillamook Bay Community College. For example, abuse of the networks to which Tillamook Bay Community College belongs or the computers at other sites connected to those networks will be treated as an abuse of Tillamook Bay Community College computing privileges.

Reporting Problems - Any defects discovered in system accounting or system security must be reported promptly to the appropriate system administrator so that steps can be taken to investigate and solve the problem.

Password Protection - A computer user who has been authorized to use a password-protected account may be subject to both civil and criminal liability if the user discloses the password or otherwise makes the account available to others without permission of the system administrator.

Usage - Computer users must respect the rights of other computer users. Attempts to circumvent these mechanisms in order to gain unauthorized access to the system or to another person's information are a violation of Tillamook Bay Community College procedure and may violate applicable law.

Unlawful Messages - Users may not use electronic communication facilities to send defamatory, fraudulent, harassing, obscene, threatening, or other messages that violate applicable federal, state or other law or Tillamook Bay Community College policy, or which constitute the unauthorized release of confidential information.

Commercial Usage - Electronic communication facilities may not be used to transmit commercial or personal advertisements, solicitations or promotions. Only the TBCC sanctioned merchandise site is allowed unless prior authorization has been given by Leadership.

Information Belonging to Others - Users must not intentionally seek or provide information on, obtain copies of, or modify data files, programs, or passwords belonging to other users, without the permission of those other users.

Rights of Individuals - Users must not release any individual's (student, faculty, or staff) personal information to anyone without proper authorization. Such sharing must follow strict FERPA and HIPAA guidelines.

User identification - Users shall not send communications or messages anonymously or without accurately identifying the originating account or station.

Political, Personal, and Commercial Use - Tillamook Bay Community College is a non-profit, tax-exempt organization and, as such, is subject to specific federal, state and local laws regarding sources of income, political activities, use of property and similar matters.

Political Use - Tillamook Bay Community College information resources must not be used for partisan political activities where prohibited by federal, state, or other applicable laws.

Personal Use - Tillamook Bay Community College information resources should not be used for personal activities not related to Tillamook Bay Community College functions, except in a purely incidental manner. If Tillamook Bay Community College otherwise grants access to Tillamook Bay Community College email system for personal use, employees may use the Tillamook Bay Community College email system to engage in protected concerted activity during non-work time. It is suggested that personal business be kept to personal emails and business emails be kept to business email.

Commercial Use - Tillamook Bay Community College information resources should not be used for commercial purposes. Users also are reminded that the ".cc" and ".edu" domains on the Internet have rules restricting or prohibiting commercial use, and users may not conduct activities not authorized within those domains.

Nondiscrimination

All users have the right to be free from any conduct connected with the use of Tillamook Bay Community College network and computer resources which discriminate against any person on the basis of race, color, national origin, disability, sex, age, religion, height/weight ratio, marital status, gender, gender identity, sexual orientation, organizational affiliation, political affiliation or protected veterans with regard to employment,

admissions, access to education programs or activities as set forth in compliance with federal and state statutes and regulations. Any persons having inquiries concerning Title II, Title IV, Title VI, or Title IX may contact: Jason Lawrence, Executive Director Facilities and Safety 4301 Third Street, Tillamook, Oregon, Room 122, Phone (503) 842-8222, ext. 1520. Any person who has inquiries concerning Section 504 may contact: Rhoda Hanson, Chief Student Services Officer; 4301 Third Street, Tillamook, Oregon, Room 114, Phone (503) 842-8222, ext. 1110. No user shall use the Tillamook Bay Community College network and computer resources to transmit any message, create any communication of any kind, or store information which violates any Tillamook Bay Community College procedure regarding discrimination or harassment, or which is defamatory or obscene, or which constitutes the unauthorized release of confidential information.

Disclosure

No Expectation of Privacy - Tillamook Bay Community College reserves the right to monitor all use of the Tillamook Bay Community College network and computer to ensure compliance with these policies. Users should be aware that they have no expectation of privacy in the use of the Tillamook Bay Community College network and computer resources. Tillamook Bay Community College will exercise this right only for legitimate Tillamook Bay Community College purposes, including but not limited to ensuring compliance with this procedure and the integrity and security of the system.

Possibility of Disclosure - Users must be aware of the possibility of unintended disclosure of communications.

Retrieval - It is possible for information entered on or transmitted via computer and communications systems to be retrieved, even if a user has deleted such information.

Litigation - Computer transmissions and electronically stored information may be discoverable in litigation.

We expect all users to abide by the Email rules set forth when accepting your email account with Microsoft 365.

Computer and Network Use Agreement

*Each employee will receive and read a copy of the Tillamook Bay Community College Computer and Network Use Procedures and this Agreement before starting work at Tillamook Bay Community College and recognize and understand the guidelines. I agree to abide by the standards set in the Procedures for the duration of my employment or enrollment. I am aware that violations of this Computer and Network Usage Procedure may subject me to disciplinary action, including but not limited to revocation of my network account up to and including prosecution for violation of state or federal law.

A copy of the Tillamook Bay Community College Acceptable Use Agreement signed by the employee is kept in the IT Department.

Approved: 4/25

**NWCCU Standard Revised 5/20, 10/21
Revised 7/20**

As an employee/contracted member of Tillamook Bay Community College, I understand and will abide by the above ethics and responsibilities for use of all college-related technology. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked; college disciplinary action and/or appropriate legal action may be taken.

Name: _____ ID# _____

Signature: _____ Date: _____

Job Title: _____

First Date of Employment: _____

Internet Access Account Information - if applicable (Filled out by IT Dept) LAN IDs will be assigned by IT department. A password will meet minimum requirements of twelve characters and contains letters (small and LARGE) and numbers (or symbols). MFA is required for email and may be required for other systems pursuant to changes in Cybersecurity requirements.