



## *Policy on the Acceptable Use of Information Technology*

Version: August 1, 2019

**\*\* Mineral Area College \*\***

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## **Purpose**

Mineral Area College's purpose for disseminating an Acceptable Use Policy is not to restrict the educational attainment or cultural awareness of students and other College stakeholders, or to contradict an environment of trust, integrity, or academic freedom. The College is committed to protecting students, employees, and the College community from intentional and unintentional activities that are illegal, harassing, and destructive.

## **Scope**

This policy applies to College students, employees, faculty, and community members on all campus locations. It applies in the use of all College-owned computers, servers, routers, wireless access points as well as all software systems, including but not limited to College email services and MyMAC. Additionally, the policy applies to personal devices that are used while on campus when they are connected to the College wireless or wired infrastructure.

Mineral Area College technological resources are provided for educational and community enrichment purposes only and must be used only for the advancement of the College's Mission.

Any use of Mineral Area College technology that is perceived to be illegal, offensive, harassing, malicious or does not advance the Mission of the College is prohibited.

Misuse or abuse of this policy must be reported to a College Administrator immediately.

## **Computer Systems and Network Use Policy**

1. Use of College computer systems and access to computer networks are services made available solely to further the mission of Mineral Area College. Commercial use is strictly prohibited.
2. You are responsible for the security of your accounts. Use of another user's account or loaning the use of your account to another is prohibited. Always keep your password confidential. Ultimate responsibility for usage that does or does not conform to this policy is with the individual to whom the account was granted. If you suspect unauthorized access to your account, report it immediately to the Chief Information Officer.
3. Most software available in College facilities is proprietary and is protected by licensing agreements, in addition to state and federal copyright laws. Therefore, copying software from the College computer system is strictly forbidden unless specifically authorized by an appropriate College authority. The installation or use of non-College owned or licensed software is also prohibited, unless individually authorized by the Chief Information Officer.
4. Software and data available via anonymous ftp, proxy avoidance, or peer-to-peer file sharing at various sites across the Internet may be protected by federal copyright law, as well as the licensing provisions established by its authors or inventors. You are responsible for awareness of and compliance with the licensing and copyright restrictions applicable to the software and data files you access on the

Internet. Your lack of knowledge will not justify a violation of the law and could result in fines and incarceration. When in doubt, do not copy or download.

5. Federal law prohibits the transmission of certain software into certain foreign nations. When in doubt, do not send.

6. Users must always respect the privacy of others. Do not access the private computer files or communications of others, even if those files are unprotected.

7. Game playing by MAC employees during work hours is prohibited. Downloading copyrighted materials such as television shows, movies, music, etc. even if purchased, is prohibited. Game playing by students in College laboratories is prohibited unless assigned as part of a course, organized club or eSport, or conducted during approved hours.

8. Excessive bandwidth usage not associated with educational content delivery, across both the Mineral Area College wired and wireless networks will result in suspension or termination of your connection or account if it is deemed disruptive to the educational mission of this institution. Repeat violations will result in permanent termination of your network privileges.

9. The creation, dissemination, or possession of chain letters, pornographic, or illegal documents or images is strictly forbidden and could result in fines, employment/enrollment termination, and incarceration.

10. Abusive conduct or language is absolutely forbidden. Examples of such conduct include, but are not limited to:

- placing unlawful information on the system;
- sending annoying, harassing or obscene messages or images to anyone, either publicly or privately, including chat and emails;
- damaging or stealing any MAC hardware or software;
- deleting or damaging the integrity of any MAC provided software or any data or communication not belonging to the user;
- hindering the operations of any College business by maliciously interfering with data or data-flow processes;
- excessive printing;
- knowingly introducing a computer virus or other destructive program.

The College will be the sole arbiter of conditions that constitute abusive conduct. In addition to the immediate revocation of account privileges, abusive conduct may also result in both criminal and civil liability, including the recovery of any costs incurred for the repair, replacement, or restoration of any equipment, program, data, or service, as well as those damages recoverable under section 537.525 of the Revised Statutes of Missouri. Mineral Area College reserves the right to review any material stored in files and to edit or remove any material the College, in its sole discretion, believes may be unlawful, obscene, abusive or otherwise objectionable.

11. Mineral Area College disclaims any responsibility for the content, quality, performance or any other aspect of the Internet. MINERAL AREA COLLEGE MAKES NO REPRESENTATION OR WARRANTY RELATING TO YOUR USE OF THE SYSTEM OR THE INTERNET, INCLUDING WITHOUT LIMITATION THE IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. IN NO EVENT WILL MINERAL AREA COLLEGE BE LIABLE FOR ANY CONSEQUENTIAL, INCIDENTAL, INDIRECT, OR SPECIAL DAMAGES RESULTING DIRECTLY OR INDIRECTLY FROM YOUR USE OF THE SYSTEM OR THE INTERNET. You agree to defend, indemnify and hold Mineral Area College harmless from and against any claims, damages, losses, liabilities, costs, and expenses resulting, directly or indirectly, from your use of the system or the Internet. Further, the College is not liable for the payment of any fees, charges or expenses incurred by an end-user.

12. In addition to the provisions of federal criminal law, fraudulent use of computer accounts, networks, mail services or other computer resources is a crime. Missouri law makes unauthorized access or interference with computer systems, computer, and other computer users a Class D Felony (Class A Misdemeanor where the damage is less than \$150).

13. Upon detection of a violation of the Agreement the College may immediately disable the account.

- Users violating the Acceptable Use Policy will be put on written notice by the Dean of Arts and Sciences, the Dean of Career and Technical Education, the Dean of Student Services, or the Chief Information Officer with the specific violations given.
- Users will follow the due process procedures listed in Board Policy to appeal the action resulting from the violation.
- Users will be reported to the appropriate authorities, including the police, FBI, and U.S. Homeland Security Department if the violation is serious.

Any behavior or action not listed under this policy that Mineral Area College considers inappropriate or that is destructive to the mission of this College shall be considered a violation.

**Any violation of this policy will result in the termination of access to all College technological resources and may lead to suspension from Mineral Area College.**

Date: August 1, 2019