

METROPOLITAN COMMUNITY COLLEGE

DISTRICT REGULATION

2.25050 DR

COMPUTER AND COMPUTER TECHNOLOGY USAGE

2.25050 DR

Reference: 3.25055 DR Confidentiality of Student and Employee Data
3.30010 BP, DR Sexual Harassment

The Metropolitan Community Colleges is committed to providing an educational and work climate that is conducive to the personal and professional development of each individual. MCC supports First Amendment rights and an open environment to pursue scholarly inquiry and to share information. Access to networked computer information supports the mission of the institution. Any form of illegal harassment or discrimination against any individual is inconsistent with the values and ideals of our community.

I. Use of MCC Resources

Failure to comply with MCC policies, regulations and procedures (PRPs), and applicable federal, state and international regulations may result in restriction or revocation of access to MCC computer resources.

- A. Users will be permitted access to computer resources and facilities through an account established by MCC. Access and privileges on MCC's network and computer systems will be assigned and managed by appropriate Network User Services (NUS) coordinators. Under no circumstances will users transfer or confer these privileges to other individuals, or use an account assigned to another individual, without written permission from an NUS coordinator.
- B. Authorized users are accountable for the proper use of the system. Persons using MCC computing resources and facilities through MCC-owned equipment will respect the integrity of computing resources and facilities, respect the rights of other users, and comply with all relevant regulations, PRPs, and contractual agreements.
- C. MCC reserves the right to limit, restrict or deny computing resources and facilities for those who violate the PRPs, state, federal, or international regulations and to take other appropriate action including expulsion in the case of students and termination in the case of employees.

II. Freedom of Expression

MCC will not limit adult users' access to any information due to its content when access meets the standard of legality and when it is sought in connection with academic pursuits.

III. Privacy

- A. MCC reserves the right to access all information stored on MCC owned computers and equipment.
- B. Missouri's "Sunshine Law" and other state and federal freedom of information laws oblige open access to certain types of MCC communications.
- C. MCC reserves the right to monitor and review the use of computer resources if there is reasonable cause to believe that criminal or illegal acts or unauthorized usage has occurred. When such reasonable cause exists:
 - 1. The dean of students, or designee, will be responsible for the monitoring and review of specific student computer activity;
 - 2. The vice chancellor of education and technology, or designee, will be responsible for the monitoring and review of specific faculty computer activity;
 - 3. The vice chancellor of administration, or designee will be responsible for the monitoring or review of specific computer activity of other employees.

IV. Intellectual Property

- A. Users will abide by all software licenses, PRPs, applicable federal, state, and international regulations.
- B. Works communicated through the Internet or MCC network are subject to copyright laws unless otherwise stated. Unless permission of the author is obtained, utilization of any electronically transmitted information must comply with the "fair use" principle found in federal copyright law.

V. Criminal and Illegal Acts

Computing resources and facilities of MCC, which include hardware, software, and network environment, will not be used for criminal or illegal activities including, but not limited to, unauthorized access; intentional corruption of computer resources; theft; defamation; obscenity; child pornography; and harassment based on race, color, religion, sex, age, birth, ancestry, national origin, or physical handicap.

VI. Authorized Use

- A. Computing resources are provided by MCC to accomplish the tasks related to its mission.
- B. Incidental personal use of MCC's computer resources is acceptable if that use imposes no measurable cost, is not harmful or a hindrance to the operations of MCC and does not interfere with an individual's job or academic performance.

C. Legitimate academic research will be deemed authorized use.

VII. Individual Responsibility

Individuals using MCC's computer resources and facilities will use computer accounts only for authorized purposes and will report to the appropriate NUS coordinator any incident which appears to violate this regulation.

VIII. Sanctions

- A. MCC reserves the right to suspend or terminate any activities that are deemed unauthorized or unacceptable use of computer resources, to take other appropriate action including suspension or expulsion of students or termination of employees.
- B. MCC reserves the right to remove any web page, file or software from any computer owned by MCC which does not comply with this regulation.

Approved: Chancellor's Cabinet
January 17, 2002
(Editorial Corrections 7/11/06)