

PARKLAND COLLEGE	CATEGORY A	BUSINESS ADMINISTRATION
ACCEPTABLE USE OF COMPUTER TECHNOLOGY	POLICY #: OPR A-07	APPROVED: AUGUST 14, 2012 REVIEWED: December 12, 2017

INTRODUCTION

Parkland College owns and operates a variety of computer technology, which is provided for the use of Parkland College learners and staff.

Computer technology is defined as computers, smart phones, tablets, data processing, data storage, computer applications and services, servers, networks, printers, backups, software and documentation.

ACCEPTABLE USE

Computer technology shall be used to support the administrative, educational, and research goals of the College. In addition, learners and staff are responsible for:

1. Maintaining an environment in which access to all College computing resources is shared fairly among users; and
2. Maintaining an environment conducive to teaching and learning.

PROTECTION OF PRIVACY AND AUDITING

General

College computing devices, applications, networks and data stores are the sole property of Parkland College. Data entered on email systems, saved on data drives, and passed through the College network is the property of Parkland College, not the user. College email applications and addresses are intended for College business and educational use. The College shall not be held responsible for damages incurred to staff or learners using College computers and networks for personal transactions.

Expectation of Privacy

Parkland College recognizes the college owned device may be used for personal reasons, however, the employee is expected to use his or her device(s) in an ethical manner at all times and adhere to this policy. The company defines acceptable business use as activities that directly or indirectly support the business of the college.

Email and Instant Messaging

Parkland College is the sole owner of all its internal communications. All email and instant messages sent and received is automatically retained for a minimum of ten (10) years. All messages sent via services using the Cisco Jabber and Spark platforms are also archived.

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Portable Devices

Staff and learners may bring their personal portable computing devices into College facilities. An open, sandboxed wireless network is provided for internet access to those not using College-owned devices. The use of this network is subject to the acceptance of the acceptable use of computer technology policy including the sections on privacy and email.

The College reserves the right to block or disable devices without notice that they consider to be malicious and/or not in compliance to the acceptable use policy or in cases where they pose perceived risk to the organization.

All College-owned devices will be managed by Mobile Device Management (MDM) software. Employees must be aware that the MDM system is capable of monitoring data usage, installed applications, device logs and other device information. It is also capable of remotely wiping, upgrading, or locking the device. Parkland College Technology employees may monitor computer and device use and data however may not transfer their data access rights to others, release administrative data to others or use data for purposes other than those for which access was granted. Requests to access data must be approved by an out of scope supervisor.

Safe driving is a priority. Mobile Device users must pull over before using the devices. Parkland College has a zero-tolerance policy for texting or emailing while driving and only hands-free talking while driving is permitted.

Should a virus or spyware problem occur on the College network that is traced to a staff member or learner's personal portable device, that individual may be liable for any or all costs contributing to the work involved in order to remedy the problem.

New, Alternative or Enhancements to Technology and Services

The introduction of any new technology or service is subject to the approval of the Technology Department. The use of alternative services as a replacement to College provided services is strictly prohibited without IT approval. Likewise, any upgrades and/or enhancements to an existing service or system that is related to technology in any way needs to be communicated and reviewed by the Technology Department.

Passwords and Security

All staff and learners shall have a unique password for their network login. This login is necessary for all internal and web-based services. This password must be a minimum of seven characters. Passwords shall contain at least one number and one special character to ensure complexity and help prevent the possibility of "cracking" a password.

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All staff and learners will be required and prompted to change their password every twelve (12) months.

If a staff member or learner thinks that their password has been compromised, please change password within 24 hours and notify IT.

UNACCEPTABLE USE

The College does not condone unacceptable use of computer technology. Without limiting the foregoing general statement, the following are some examples of unacceptable use of computer use, that including but not limited to;

1. Attempting to circumvent security systems (also known as “hacking”) on any College computer or network; or using a computer account without authorization;
2. Downloading and/or installing software of any kind on College computers without approval from the Information Technology staff;
3. Developing or downloading programs that damage the software or hardware components of College computers, such as a virus or spyware;
4. Using College computer technology such as the internet, e-mail, chat rooms, social networks, and bulletin boards to post, display, download, or send fraudulent, harassing or obscene material, or sending messages that contain profanity, sexual, racial, religious, ethnic slurs;
5. Willfully violating copyright laws and/or copying, moving or deleting files that are owned by the College or another learner or staff member;
6. Accessing inappropriate material on the Internet that contains profanity, sexual, racial, religious, and ethnic slurs;
7. Placing files with offensive pictures, words or slogans on College computers;
8. Using College printers to print material unrelated to course studies, administration and research; and,
9. Sharing your username and password with others.

PENALTIES

Persons found to have used the computer technology for unacceptable purposes are subject to discipline in accordance with College policy, including but not limited to;

1. Denial of computer privileges;
2. Staff disciplinary action;
3. Dismissal from College classes and other activities; and/or
4. Discipline as per policy or Article 18 CBA.