Title of Policy: Faculty/Staff Computer Use & Internet Access Policy

Policy (check one)  New_____ Revised__X__

Applies to (check all that apply):
Faculty__X__  Staff__X__  Students____
Division/Department____  College____

Background to Issue/Rational for Policy:
The purpose of this policy is to ensure the proper use of BCCC’s computer network resources and services including Internet access and other electronic communications. It applies to all computers and Internet communication property owned, leased, operated, or contracted by BCCC. All computer and network users have the responsibility to use these resources in an ethical and lawful manner. This policy includes and adheres to the State of Maryland, Information Technology Security Policy and Standards.

BCCC has the right to monitor any and all aspects of the computer system, including employee or student e-mail, to ensure compliance with this policy. Violation of this policy may result in disciplinary actions leading up to termination.

State/Federal Regulatory Requirements (cite electronic link, if applicable):
The State Information Technology Security Policy and Standards can be found at www.dbm.maryland.gov

College’s Responsibility:
It is the policy of BCCC to ensure that all ordinances in this document are carried out by all personnel or the intended audience(s).

Policy Language:

RESPONSIBILITY OF USERS:
The term “users,” as used in this policy, refers to all employees, independent contractors and other persons or entities accessing or using Baltimore City Community College’s computers and electronic communication resources and services. BCCC is not responsible for the actions of individual users.

A. Copyrights and Licenses
   a. Users must comply with all software licenses, copyrights and all other state and federal laws governing intellectual property. Users must not install software onto the computer network. All software installations must be performed by an authorized technician in the Computer Information Technology Services Department (CITS).
i. **Copying** - All software protected by copyright may only be copied as specifically stipulated by the owner of the copyright or otherwise permitted by copyright law. Protected software may not be copied into, from, or by any BCCC facility or system, except pursuant to a valid license or as otherwise permitted by copyright law.

ii. **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 BCCC, unless otherwise stipulated in the purchase contract.

iii. **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 laws. Copied material must be properly attributed. Plagiarism of computer information is subject to the same sanctions as apply to plagiarism in any other media.

B. **Integrity of Information Resources**
   a. Computer users must respect the integrity of computer-based information resources.
      i. **Modification or Removal of Equipment** -- Computer users must not attempt to modify or remove computer equipment, software, or peripherals that are owned by BCCC without proper authorization.
      ii. **Unauthorized or Destructive 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 and/or damage the software or hardware components of the system. The use of any unauthorized or destructive program may result in legal civil action for damages or other punitive action by any injured party, including BCCC, as well as criminal action.

C. **Privacy**
   a. Any attempt to gain access to unauthorized systems or private information is a violation of this policy and may also violate applicable law. Only authorized system administrators may access computer users’ files at any time. System administrators will report suspected unlawful or improper activities to the proper authorities.
      i. **Unlawful Messages** - Use of electronic communication resources to send fraudulent, harassing, obscene, or threatening messages that are in violation of applicable federal, state, or other law including BCCC’s policy is prohibited. Users receiving such material should immediately report the incident to their supervisor.
      ii. **Mailing Lists** - Users must respect the purpose of computer mailing lists. Persons sending materials to a mailing list, which is not in compliance with the reason the list was created, shall be viewed as sending unsolicited materials.
      iii. **Advertisements** - In general, BCCC’s electronic communication resources should not be used to transmit commercial or personal advertisements, solicitations or promotions.
iv. **Confidentiality** - BCCC does not exist in isolation from other communities and jurisdictions and their laws. Under certain circumstances, as a result of investigations, subpoena or lawsuits, individual users or BCCC may be required by law to provide electronic or other types of information.

**INTERNET ACCESS AND USE**

BCCC, as owner of the internet server, has set forth additional guidelines for appropriate content and format that meet its standards of professionalism. Adherence to these guidelines is prerequisite to continued use of the college’s internet resources.

A. Regulations
   i. No pornographic/obscene material will be displayed or linked.
   ii. No copyrighted materials may be displayed without written authorization from the holder of the copyright.
   iii. Confidentiality of college information, including but not limited to grades, schedules, and other personal data, must be maintained.
   iv. BCCC reserves the right to monitor all Internet activities and to revoke the said privileges at any time for abuse of resources or failure to comply with any college policy.

B. E-mail and Internet Etiquette Guidelines
   i. Users should use the same care in drafting e-mail and other electronic documents as they would for any other written communication. Anything created on the computer may, and likely will, be reviewed by others.
   ii. Users shall not forward "private" or "confidential" e-mail to any other person or entity without the express permission of the sender. E-mail that is not designated by the sender as "private" or "confidential" shall be deemed eligible to share.
   iii. Users should not alter or copy a file belonging to another user without first obtaining permission from the owner of the file. The ability to read, alter, or copy a file belonging to another user does not imply permission to read, alter, or copy that file.

C. Creation and Maintenance of BCCC World Wide Web (WWW) Pages
   i. All WWW pages created for departments or organizations within BCCC and placed on the web server are considered an official representation of BCCC and thus must be in compliance with the stated mission and standards for BCCC. These official pages must be approved by the Web Content Manager in the Communication Office.

**Originator/Division:** Office of the President, Computer & Information Technology Services

**Approved by the Board of Trustees:** June 21, 2007