

## **Use of SAU Tech Computers**

### SAU Tech Property

SAU Tech provides computing and network resources for the use of students, employees and others affiliated with the College. Members of the College community are encouraged to use the computers, software packages, or electronic mail (e-mail) for educational or SAU Tech related activities and to facilitate the efficient exchange of useful information. However, the equipment, software and network capacities provided through the SAU Tech computer services are and remain the property of the College. Use of the equipment and networks is to comply with the policies and procedures of SAU Tech, and any access may be denied to any student or employee who fails to comply with the College's policies and procedures regarding its use.

Installation and repair of College computer equipment is the responsibility of the Information Technology Services Department. Employees should follow internal procedures for requesting these services. It is the responsibility of individual employees to insure that all parts of computer systems are in place and accounted for at all times. Failure to adhere to this policy will result in disciplinary action as specified herein.

### Internet Use

SAU Tech provides access to the Internet as a privilege and a tool for employees who agree to use the resource in a considerate and responsible manner. It is unacceptable for a user to use, submit, publish, display or transmit any information which:

- A. Violates or infringes on the rights of any other person, including the right to privacy;
- B. Contains defamatory, false, inaccurate, abusive, obscene, pornographic, profane, sexually oriented, threatening, racially offensive, or otherwise biased, discriminatory, or illegal material;
- C. Violates SAU Tech policy prohibiting sexual harassment;
- D. Restricts or inhibits other users from using the system or the efficiency of the computer systems;
- E. Encourages the use of controlled substances or uses the system for the purpose of criminal intent; or
- F. Uses the system for any illegal purpose.

It is also unacceptable for a user to use the facilities and capabilities of the system to:

- A. Conduct any non-approved business;
- B. Solicit the performance of any activity that is prohibited by law;
- C. Transmit material, information, or software in violation of any local, state or federal law;
- D. Conduct any political activity;
- E. Conduct any non-governmental-related fundraising or public relations activities;
- F. Engage in any activity for personal gain or personal business transactions; or
- G. Make any unauthorized purchases.

## Electronic Mail Privileges

E-mail is an integral part of communications on campus. The purpose of e-mail is to electronically communicate effectively with students, employees, peers, and/or other individuals within the higher education infrastructure.

SAU Tech users must adhere to the following guidelines:

- 1) Appropriate standards of civility must be used in electronic communications with other users.
- 2) Contents must not include rude, obscene, or harassing contents.
- 3) Any potentially offensive e-mail content must not be sent or forwarded to other users.
- 4) Messages must not be used to intimidate, insult, and/or harass other users.
- 5) Chain letters, mail-bombs, junk letters, classified ads, and other forms of mass electronic mailings are not permitted.
- 6) Electronic communications must not be used for solicitation purposes.
- 7) Personal for-profit use of e-mail is not permitted.
- 8) Campus-wide broadcast messages must be limited to college related information and purposes consistent with the mission of the institution. Only SAU Tech employees are permitted to post campus-wide broadcast messages via e-mail.

## Access to Others' E-Mail and Privacy

Unauthorized attempts to access another person's e-mail or similar electronic communications or to use another's name, e-mail or computer address or workstation to send e-mail or similar communications is prohibited and may subject the individual to disciplinary action.

All users must understand that the College cannot guarantee the privacy or confidentiality of electronic documents. Any messages that are confidential as a matter of law should not be communicated over the e-mail.

The College reserves the right to access e-mail to engage in routine computer maintenance and housekeeping, to carry out internal investigations, to prepare responses to requests for public records or to disclose messages, data or files to law enforcement authorities.

## Records

Messages sent, as electronic mail should meet the same standards for distribution or displays as if they were tangible documents or instruments. As with all records maintained by the College and to the extent required by law, files saved in the College's information system, including E-mail may be subject to release with a public records disclosure request.

## Software Copyright Protection

The federal Copyright Act at 17 U.S.C. 101 et. Seq. (1988) protects and prohibits misuse of all original works of authorship in any tangible medium of expression. This includes a prohibition on plagiarism. Each employee is responsible for observing all local, state, and federal laws, especially in regard to copyright laws. SAU Tech will not be responsible for the cost of any legal

action taken against an employee that violates such laws regardless of the situation or the intent or purpose of the employee.

Each employee should exercise extreme caution to avoid the possible violation of the law in the use of copyrighted computer programs and disk materials. The College directs that the copying of copyrighted materials, to include, but not limited to, books, slides, tapes, computer disks, and computer programs, without the written consent of the publisher is prohibited. Employees, who make multiple copies of copyrighted material, distribute copies, and/or use copies within a classroom or lab are acting as individuals in possible violation of the law, and the College assumes no legal liability or responsibility for their actions.

Software that is installed on hard disks of the microcomputers must be covered by a site-use agreement, proof of multiple copy purchase, or a letter from the software publisher authorizing the multiple uses. This agreement, proof of purchase, or letter must be filed with the Director of Information Technology Services prior to software installation.

#### Overloading of Computer Resources

Nothing in this policy shall prohibit the College or the Information Technology Services Department from intercepting and stopping e-mail messages, which have the capacity to overload the computer resources. Discipline may be imposed for intentional overloading of college computer resources.

#### Violation of Computer Use Policy

The Vice Chancellor for Information Technology is responsible for enforcing compliance with provisions of this policy and investigating suspected non-compliance. Penalties for non-compliance include, but are not limited to:

- A. Suspension of Internet and/or e-mail service to employee(s) with or without notice.
- B. Internal disciplinary measures, including discharge for instances of non-compliance that result in damage or otherwise compromise SAU Tech or its employees, agents, or customers.
- C. Initiation of criminal or civil action, if appropriate.