COMPUTING RESOURCES ACCEPTABLE USE POLICY

PURPOSE: The purpose of this document is to explain the terms of use for instructional computing resources available to students of Cypress College. All computing resources are intended to support the research and educational mission of Cypress College; their use is a privilege and a responsibility. The use of computing resources is subject to all applicable local, state and federal laws, the general guidelines outlined in this document, and any specific guidelines in effect at individual campus computing centers.

DEFINITION: As used in this document, computing resources include (but are not limited to): personal computers, laptops, mobile devices (tablets), Local Area Network (LAN), Wide Area Network (WAN), wireless system, printers and related peripheral devices, software applications such as Microsoft Office Suite, Library Systems Catalogs/Databases, all Internet resources and services and all other computer related technology and resources made available on campus.

CAMPUS COMPUTING CENTERS: Individual computing centers maintain their own specific policies regarding the use of their resources. Users of individual computing centers are to follow these policies. Computing centers are authorized to enforce both the campus Acceptable Use Policy and their own individual policies. Users who establish individual computer accounts for use of Internet email or other applications will be required to sign an agreement to abide by the policies of the computing center issuing those accounts.

ENFORCEMENT: *The Acceptable Use Policy is intended to establish and declare the personal responsibility of every individual who uses any computing resource at Cypress College.* By making this policy public and available to all users of computing resources on the campus, Cypress College and its designated representatives reserve the right to deny any or all computing privileges from any individual who refuses to follow the guidelines for responsible computing use. Cypress College also reserves the right to limit, restrict, or deny access to any and all computing resources as the individual situation may require.

GENERAL GUIDELINES: The following guidelines are to be followed by every individual who makes use of computing resources at Cypress College:

- *The use of computing resources and any resources accessed by them is for the instructional purposes of Cypress College.* Individual computing centers reserve the right to restrict activities such as personal email or games when instructional needs require computing resources.

- *No tampering with the computing resources.* This includes but is not limited to: connecting or disconnecting computer equipment, unauthorized loading of software on a computer, or otherwise altering the set-up of any computer or network of computers in any way.

- *No illegal use of computing resources.* This includes but is not limited to:
  a. Loading virus programs onto or from any computer system
  b. Using the Internet or other telecommunications-based resources to transfer illegal materials or unauthorized versions of copyrighted material
  c. Using the Internet to harass, terrorize
  d. Blackmail
  e. Defraud or otherwise abuse another person
  f. Using any computing resource in such a manner that it constitutes the breaking of a District or campus policy, or a local, state, or federal law.

- *No use of computing resources for financial or political gain.* This includes but is not limited to: sending "chain letters" or other unauthorized and illegal correspondence, advertising, marketing or selling of products, and campaigning for any political cause or individual.

- *No violation of other individuals' privacy or rights.* This includes but is not limited to: accessing another person's account or any data stored and used by that person, sharing another person's private correspondence with others, destroying or modifying data that belongs to someone else, or sending offensive messages of any kind.

- *Observe all regulations and rules of the individual computing centers.* This includes but is not limited to: observing hours of operation, maintaining a reasonable level of quiet in order for others to work, and following all that center's policies regarding food and beverage use, time limits, printing and downloading, and any other terms of use.

- *Failure to follow these guidelines may result in disciplinary action on the part of Cypress College and any of its designated representatives (including individual computing centers).* Such action may include: restriction or suspension of computing privileges at any or all individual campus computing centers, suspension of other campus privileges, including registration and enrollment, and notification of law enforcement officials.