POLICY TITLE
Computer Usage

POLICY NUMBER
9.7

PRIMARY RESPONSIBILITY
Office of Student Success

CREATION / REVISION / EFFECTIVE DATES
Created February 1999/Effective February 1999; revised October 2017/effective immediately

PURPOSE
Access to and use of college computer resources is an education opportunity which is a privilege extended by the College to employees, students and other authorized users to promote the mission of the College and carry out assigned activities.

ORGANIZATIONAL SCOPE OR AUDIENCE
Employees, students, community

DEFINITIONS
Computer Resources: Including, but not limited to, hardware, software, systems, networks, data stored, transmitted or accessed using College computers and College provided access to e-mail, Intranet, Internet, World Wide Web, or any other internal or external service, server or provider.

POLICY
College computing resources are to be used to advance the College’s mission of education, research, and public service. These resources are provided to employees, students and other authorized users for purposes related to their studies, their responsibilities, for providing instruction, the discharge of their duties as employees, their official business with the College, and other College authorized activities.

PROCEDURE
Computer resources are provided to employees, students and other authorized users for purposes related to their studies, their responsibilities, for providing instruction, the discharge of their duties as employees, their official business with the College, and other College authorized activities.

The College acknowledges, however, that occasionally employees use college computing resources assigned to them or to which they are granted access for non-commercial, personal use. Such occasional noncommercial uses are permitted by employees if they
are not excessive; do not incur costs; do not interfere with the efficient operation of the
College, its employees, or its computing resources; are not prohibited by the supervisor
or faculty; and are not otherwise prohibited by this policy or any other college policy or
directive. The College will not provide technical support for any use not directly related
to college business.
Computing resources may not be used for any purpose which is illegal, immoral,
unethical, academically dishonest as in plagiarizing or cheating, damaging to the
reputation of the College, inconsistent with the mission of the College, or likely to subject
the College to liability as determined solely by the College.

REFERENCES
Code of Student Rights and Responsibilities

RESOURCE PERSON
Vice Chancellor for Student Success and Vice Chancellors for Academic Affairs