

**HIGHLAND COMMUNITY COLLEGE
POLICY**

SUBJECT: Network Policy

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BOARD OF TRUSTEE APPROVAL: 5/9/2001; Revised 7/22/2020

EFFECTIVE DATE: 5/10/2001; 7/23/2020

Highland Community College has made a significant investment in computer and communications technology to promote and support the exchange of information, both within the College and between the College and the rest of the world. These resources are provided to support the College's mission and institutional goals. Highland Community College shall not be held liable for the actions of users when those actions are inconsistent with this policy. This policy covers the use of College equipment, hardware, and software with access to the Internet. The HCC Policy follows the Acceptable Use Policy of KANREN, HCC's internet provider. This policy can be found at <https://www.kanren.net/member-home/resources/>. Every user of the College network, equipment, communications systems, and/or College-owned software (all hereafter referred to as the network) must comply with the following standards:

- The network must not be used to violate any College policies; city, state, or federal laws; or contracts and agreements entered into by the College.
- It is not acceptable for a user to gain, or attempt to gain, unauthorized access to another user's computer/networked server or Internet data history and e-mail (only HCC Information Technology personnel have this authority).
- It is not acceptable to use this network to disrupt the functions of this network or other programs that would disrupt, damage, or destroy computer software and/or equipment.
- The network is not to be used for non-college business purposes.
- Solicitations not related to HCC will not be allowed.
- It is not acceptable to use this network to threaten or harass others.
- The College will not tolerate racial, ethnic, or gender-based slurs.
- Gambling via the internet is prohibited.
- HCC employees shall not use the college internet to access personal Netflix accounts, Hulu or any other streaming video for personal entertainment, specifically while working. This does not apply to employees living in campus housing while in residence.
- HCC employees are prohibited from accessing nonwork-related chat rooms during working hours.
- Downloading software programs that violate copyright laws is prohibited.

Unacceptable uses also include, but are not limited to, the following:

- Libel or slander
- Fraud
- Use of another employee or student's account, password, or any other code or ID assigned to another individual
- Abuse or unauthorized use of College communications systems (email, phone, messaging)
- Academic dishonesty
- Violation of privacy
- Accessing, sending, sharing or use of any materials contrary to the mission of HCC
- Participating in any other activity which violates another College policy

Enforcement:

The HCC Information Technology Director or appropriate administrator will review alleged violations of HCC Network Policy on a case-by-case basis. Violations of this policy may result in referral for disciplinary action, termination of internet/network services, and/or expulsion of the user from Highland Community College

Usage Guidelines:

The College is pleased to provide this access and believes the network/internet offers vast, diverse and unique resources. The goal in providing this service to employees is to promote education excellence by facilitating resource sharing, innovation, and communication. The internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. The internet is a daily tool used to enhance productivity. Through the internet, we have access to:

1. HCC Master Calendar
2. Meeting agendas
3. Meeting minutes
4. MyHCC
5. HCC home web page and all corresponding linked information
6. Public domain software and shareware of all types
7. University library catalogs, the Library of Congress, and ERIC

Network Etiquette:

Network users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

1. Be polite. Do not be abusive in your messages to others.
2. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
3. Illegal activities are strictly forbidden.
4. Note that electronic mail (email) is not guaranteed to be private. The IT Department does have access to all mail.

Warranty Disclaimer:

Highland Community College makes no warranties of any kind, whether expressed or implied, regarding the service it is providing. HCC will not be responsible for any damage users suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by negligence, errors, or omissions. Use of any information obtained via the internet is at the user's own risk. HCC denies any responsibility for the accuracy or quality of information obtained through its services.

Security:

Security on any computer system is a high priority, especially when the systems involves many users. A user who identifies a security problem on the internet must notify the system administrator. Attempts to log onto the network as a system administrator will result in cancellation of user privileges. Users who knowingly download software that breaches internet safety or attempt to interfere or tamper with online campus broadcasting systems (i.e. Zoom, security cameras, recording devices) will be subject to discipline or termination.

Vandalism:

Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another use, the internet, or any of the above listed agencies or other networks that connect to the HCC server. This includes, but is not limited to, the uploading or creation of computer viruses.

Email:

HCC provides all employees with email accounts. Email accounts are provided as a communication method for work and should not be used for any other purpose. Email is the official preferred method of communication when delivering information to faculty/staff, students and others as needed. Email correspondence is not private and can be reviewed by IT personnel and, in some instances, may be subject to third party review.

Employees shall not use email to communicate, transmit, or originate any unlawful, abusive, threatening, hateful, or obscene material. Employees shall not engage in non-college commercial activities including political activities, unsolicited advertising, mass mailing, spam/hoaxes, or email chain letters. Employees shall not use the College's internal email groups to sell privately owned items or conduct personal or private business.

Questions:

Questions or concerns regarding the Network Policy should be directed to the HCC Information Technology Director.