| | |
|---|---|
| **BOARD OF EDUCATION**<br>**UMPQUA COMMUNITY COLLEGE**<br>**DOUGLAS COUNTY, OREGON** | __X__ Information Item<br><br>____ Action Item |
| Subject:   First Reading of Policy | Date:   Sept. 9, 2020 |

The following policy is coming to the Board for a first reading:

| Old # | New # | Title | Addendum Page # |
|---|---|---|---|
| 348 | 3720 | Computer and Network use | 1-3 |

The associated administrative procedure is being shared as an information item:

| Old # | New # | Title | Addendum Page # |
|---|---|---|---|
| 348 | 3720 | Computer and Network use | 4-21 |

*See Board Packet Addendum for 1st reading policy and procedure*

| Recommendation by: | Approved for Consideration: |
|---|---|
| | *Debra Thatcher* |

# UCC
## UMPQUA COMMUNITY COLLEGE

# BOARD POLICY

---

**TITLE:   COMPUTER AND NETWORK USE**

**BOARD POLICY #   3720**

---

This policy seeks to ensure that users of the College's Information Technology Resources:

1. Respect the rights of all students, faculty, and staff.
2. Ensure that technology services are available when needed.
3. Protect the College from harm that may result in misuse.

Students, employees, and visitors who use **Umpqua Community College** "Information Technology Resources" have a responsibility not to abuse those resources and to respect the rights of others.  These resources include computers, electronic devices, networks, electronic communications systems such as the College's email and voice mail.

The College's procedures shall provide guidelines to students, employees, and visitors for the appropriate use of information technology resources.  The procedures shall require users to respect software copyrights and licenses, respect the security and integrity of computer-based, information resources, refrain from engaging in or allowing others to engage in unauthorized access, comply with the College's anti-discrimination and anti-harassment policies, and respect the rights of other computer users.

Non-compliance with any of the provisions of this policy or the related administrative procedures may subject the user to sanctions including removal of privileges, disciplinary action, and/or potential legal liability or criminal prosecution.

**RESPONSIBILITY:**
The Director of Information Technology is responsible for implementing and updating this policy. Specific guidance for policy implementation may be found in the associated Administrative Procedure(s).

---

**NEXT REVIEW DATE:**
**DATE OF ADOPTION:**
**DATE(S) OF REVISION:**
**DATE(S) OF PRIOR REVIEW:**

# POLICY / ADMINISTRATIVE PROCEDURE CONVERSION TEMPLATE
## Complete for <u>Conversions</u> Only

| | | | |
|---|---|---|---|
| **TITLE:** | | | |
| **New BP #:** | BP 3720 Computer and Network Use | **Old BP # & Title:** | BP348 INFORMATION TECHNOLOGY ACCEPTABLE USE |
| **New AP #:** | | **Old AP # & Title:** | |
| **Revision Date:** | 11/13/2018 | | |

| EXISTING POLICY / PROCEDURE | OCCA POLICY / PROCEDURE | PROPOSED POLICY / PROCEDURE |
|---|---|---|
| ~~College information technology resources may be used for lawful and permitted purposes only.~~ Non-compliance with any of the provisions of this policy may subject the user to sanctions or criminal prosecution, as well as personal liability in a civil suit.<br><br>~~This policy applies to information technology and systems inside and outside the College utilized by students, college staff, faculty and other persons representing or acting on behalf of the College or accessed for the purpose utilizing the resources while attending UCC. The use of these systems is for college business. Users are expected to act responsibility and to follow the college's guidelines, policies, procedures and laws.~~ | Students, employees, and visitors who use **[ *entity* ]** computers and networks, and the information they contain, and related resources have a responsibility not to abuse those resources and to respect the rights of others. The **[ *CEO* ]** shall establish procedures that provide guidelines to students, employees, and visitors for the appropriate use of information technologies. The procedures shall include that users must respect software copyrights and licenses, respect the integrity of computer-based information resources, refrain from seeking to gain unauthorized access, and respect the rights of other computer users. | Students, employees, and visitors who use ==Umpqua Community College== computers and networks, and the information they contain, and related resources have a responsibility not to abuse those resources and to respect the rights of others. The **==President of the college, or their authorized delegate,==** shall establish procedures that provide guidelines to students, employees, and visitors for the appropriate use of information technologies. The procedures shall include that users must respect software copyrights and licenses, respect the integrity of computer-based, information resources, refrain from seeking to gain |

| | | unauthorized access, and respect the rights of other computer users.<br><br>**Only Umpqua Community College provided email addresses shall be used for e-mail that are part of an employee's duties.**<br><br><br>Non-compliance with any of the provisions of this policy may subject the user to sanctions or criminal prosecution, as well as personal liability in a civil suit |
|---|---|---|

**UCC**
**UMPQUA COMMUNITY COLLEGE**

# ADMINISTRATIVE PROCEDURE

**TITLE:   Computer and Network Use**

**ADMINISTRATIVE PROCEDURE #    3720**

**RELATED TO POLICY #    3720 Computer and Network Use**

## A.  APPLICATION

This Administrative Procedure applies to all students and employees of the College, as well as visitors who use the College's facilities ("users"), and it applies to all information technology resources of the College.  "Information technology resources" means the College's computers and other electronic equipment and devices, including mobile devices and facsimile machines, and networks and electronic communications systems including internet, email, and voice mail.

## B.  OWNERSHIP AND NON-PRIVACY

1.  The College's information technology resources are provided to students and employees to assist with the College's business activities, student educational activities, and visitors.  These resources remain the property of the College, including all information that is accessed, transmitted or stored in or on these systems.   It is important to understand that users have **no reasonable expectation of privacy** in information that is accessed, transmitted or stored in or on these systems.

2.  The College reserves the right to monitor and record the usage of college computing resources as necessary to evaluate and maintain system efficiency and security.  Users should also be aware that all information on electronic office equipment, network storage devices, or personal computers **is a public record,** if the content of the information would be a public record in any other format. As such, it is subject to disclosure under the public records law.  Only authorized Information Technology staff members may access, monitor, or audit equipment, systems, networks, network traffic, or specific usage.

## C.  OVERVIEW OF ACCEPTABLE USE

1.  The College's information technology resources should be used for legitimate instructional, research, or administrative purposes, and only by employees, students and visitors who have been authorized by the College for such use.  Users

shall be individually responsible for the appropriate use of their computer, account, and any IT resource assigned to them, and for exercising good judgement regarding the reasonableness of incidental personal use.

2. The College's general standards of ethical and appropriate conduct apply to the use of the information technology resources. Users must also comply with all federal, state and other applicable laws; all applicable college rules and policies; and all applicable contracts and licenses. Users are responsible for ascertaining, understanding, and complying with the laws, rules, policies, contracts, and licenses applicable to their particular uses.

## D. COMPLYING WITH THE COLLEGE'S NON-DISCRIMINATION AND NON-HARASSMENT POLICIES

The College's Information Technology Resources may not be used for transmitting, accessing, viewing, retrieving, displaying or storing any communications or content of a sexual, discriminatory or harassing nature, or conduct that is otherwise prohibited by the College's policies and procedures against discrimination, harassment and retaliation.  This includes communications or content with derogatory or inflammatory material about an individual's race, age, disability, religion, national origin, physical attributes or sexual preference, as well as abusive, profane or offensive language.  If a user receives a communication from a third party that is prohibited by this section, the user must promptly advise the sender that the conduct violates the College's standards and should stop immediately.

## E. CONFIDENTIAL INFORMATION

Employees must be aware that a greater degree of caution is required when transmitting confidential information on the computer system. Confidential information may only be accessed and used as specifically required to perform your job duties. Confidential information should never be transmitted or forwarded to outside individuals or companies who are not authorized to receive that information, nor should such information be transmitted or forwarded to other employees at the College who do not need to know the information. Always use care in addressing e-mail messages and ensure that any mailing lists are current to avoid inadvertently sending confidential information to the wrong person.

## F. SECURITY AND INTEGRITY OF SYSTEMS

Employees and students shall:

1. Secure and lock, or log off, all unattended devices.
2. Not leave mobile devices that contain controlled sensitive data unattended.

3. Promptly report the loss of mobile devices, or any other media containing controlled sensitive data, immediately (or as soon as possible).

4. Promptly report the theft, loss, or unauthorized disclosure of the College proprietary information and/or IT resources.

5. Promptly Report any defects discovered in systems security to the IT help desk at 541-440-7808 or email helpdesk@umpqua.edu.

6. Use extreme caution when opening attachments in email or text messages (or other electronic files) received from unknown senders.

7. Make a reasonable effort to protect their passwords and to secure IT resources against unauthorized use or access. Specifically, writing down passwords (even if stored out of public view) or storing in plain text in a computer file are violations of this policy.

Employees shall also use an authorized encryption process when sending emails containing controlled sensitive data from an Umpqua.edu email address to an outside email address.

## G. COMPLIANCE WITH COPYRIGHT LAWS

All users shall observe all applicable federal and state intellectual property laws and regulations, including copyright, trade secret, trademark, and any similar laws governing the use of intellectual property. This includes the following:

1. Users shall access, use, or share the College's proprietary information only to the extent authorized for their specific usage.

2. Users shall not install "pirated" or other software products that are not licensed for use by the College.

3. Users shall abide by the terms of any licenses, contracts, or agreements into which they or the College have entered regarding the use of intellectual property.

4. Users shall not copy or export College software or technical information without written authorization from the College's Information Technology personnel.

Employees and students may use copyrighted or otherwise legally restricted materials as permissible under "fair use" and other essential exemptions from copyright law (e.g.: classroom exemption). However, it is the responsibility of the user to understand these exemptions and ensure their particular usage falls within legal parameters. If you have questions regarding "fair use" exemptions, you should contact Director of Information Technology for clarification *before* engaging in the conduct.

## H. OTHER PROHIBITED CONDUCT

Users shall not:

1. Perform any unauthorized upgrades, modification, or repairs to any College computer, workstation or other equipment, or install any unauthorized software, including upgrades on any College computer or equipment.
2. Physically remove IT resources from the College premises for personal use.
3. Use IT resources for uses that are inconsistent, incompatible, or in conflict with State or Federal law or other the College policies.
4. Intentionally or carelessly disrupt the computing environment or obstruct the work of other users.
5. Engage in malicious behavior, including but not limited to:

   a. Installation of hardware devices or the development, download, or use of software or other methods with the intent to gain unauthorized access to IT resources, disrupt other computer or network users, or damage or degrade the performance, software, or hardware components of IT resources.

   b. Introduction of malicious software into the network, or in any other way cause security breaches or disruptions of network communication.

   c. Circumvention of user authentication or the security of any host, network, or account.

   d. Interference with or denial of service to any user.

6. Share their passwords, or otherwise provide access to their the College credentials, with another individual.

7. Use their the College credentials for personal purposes. When creating personal accounts with non-licensed websites (such as Facebook, Netflix, or Twitter) or other third party entities, users shall not:

   a. Use their the College User-ID/Password pair as their account login to personal accounts; or

   b. Store controlled sensitive data in personal accounts.

8. Use another user's College credentials, attempt to capture or guess another user's the College credentials, or otherwise attempt to access another user's the College account.

9. Network or use programs that create "Peer to Peer" computing.

10. Engage in Commercial Use. The College information resources should not be used for commercial purposes. Users also are reminded that the ".cc" and ".edu" domains on the Internet have rules restricting or prohibiting commercial use, and users may not conduct activities not authorized within those domains.

11. Use any email accounts other than @umpqua.edu for College business or College communication. This includes communication to students.

## I. VIOLATIONS AND ENFORCEMENT

The College strictly prohibits use of the College's computers, electronic equipment, or any electronic communications systems to engage in any communications that are in violation of any College policy or procedure, or state or federal law. We consider misuse of our computer, electronic, telephonic and e-mail systems to be a serious matter.

Violations of this policy will be grounds for disciplinary action, up to and including termination of employment or expulsion. The College also reserves the right to advise appropriate legal officials of any potentially unlawful violations, as the College deems appropriate. If you have any questions regarding this policy, please contact the Director of Information Technology.

**RESPONSIBILITY:**
The Director of Information Technology is responsible for implementing and updating this procedure.

**NEXT REVIEW DATE:**
**DATE OF ADOPTION:**
**DATE(S) OF REVISION:**
**DATE(S) OF PRIOR REVIEW:**

**POLICY / ADMINISTRATIVE PROCEDURE CONVERSION TEMPLATE**
**Complete for <u>Conversions</u> Only**

| TITLE: | | |
|---|---|---|
| **New BP #:** | **Old BP # & Title:** | |
| **New AP #: AP 3720 Computer and Network Use** | **Old AP # & Title:** | 348 : INFORMATION TECHNOLOGY ACCEPTABLE USE PROCEDU |
| **Revision Date:** | 11/13/2018 | |

| EXISTING POLICY / PROCEDURE | OCCA POLICY / PROCEDURE | PROPOSED POLICY / PROCEDURE |
|---|---|---|
| **ADMINISTRATIVE PROCEDURE NO: 348**<br><br>**RELATED TO POLICY NO. 348**<br><br>**TITLE: INFORMATION TECHNOLOGY ACCEPTABLE USE PROCEDURES**<br><br>A. Accept responsibility for learning how to use information technology.<br>  1. Access to the College network infrastructure, equipment and information systems may be limited to those demonstrating an appropriate knowledge and skill level. UCC provides instruction on proper use and care of equipment and resources. | The **Umpqua Community College** Computer and Network systems are the sole property of **Umpqua Community College**. They may not be used by any person without the proper authorization of the **Umpqua Community College**. The Computer and Network systems are for **Umpqua Community College** instructional and work related purposes only.<br><br>This procedure applies to all **Umpqua Community College** students, faculty, and staff and to others granted use of **Umpqua Community College** information resources. This procedure refers to all **Umpqua Community College** information resources whether individually controlled or shared, stand-alone or networked. It applies to all computer and computer communication | The Umpqua Community College Computer and Network systems are the sole property of the College. They may not be used by any person without the proper authorization of the College. The Computer and Network systems are for the College instructional and work related purposes only.<br><br>This procedure applies to all the College students, faculty, and staff and to others granted use of the College information resources. This procedure refers to all the College information resources whether individually controlled or shared, stand-alone or networked. It applies to all computer and computer communication facilities owned, leased, operated, or contracted by the College. This includes personal computers, workstations, mainframes, minicomputers, and associated peripherals, software and information resources, regardless of whether |

These resources should be utilized.

2. ~~Each user is responsible for checking any software he/she introduces to any computer or the College network for computer viruses. If a user introduces a virus because he/she did not follow standard checking procedures, his/her access to information technology resources may be restricted or suspended.~~

3. ~~All information technology resources and computer equipment are the property of the College. It is the user's responsibility to learn the proper use and care of all equipment.~~

A. Accept responsibility for storage and backup of your own work.

1. Each user should learn how to use backup software to maintain the integrity of what they create, make backup copies of important work and learn and properly use software features for securing or sharing access to their information.

2. Accept limitations or restrictions on computing resources, such as storage space, time limits or amount of resources consumed,

facilities owned, leased, operated, or contracted by the **Umpqua Community College**. This includes personal computers, workstations, mainframes, minicomputers, and associated peripherals, software and information resources, regardless of whether used for administration, research, teaching, or other purposes.

**Conditions of Use**
Individual units within the **Umpqua Community College** may define additional conditions of use for information resources under their control. These statements must be consistent with this overall procedure but may provide additional detail, guidelines, or restrictions.

**Legal Process**
This procedure exists within the framework of the **Umpqua Community College** board policy and state and federal laws. A user of **Umpqua Community College** information resources who is found to have violated any of these policies will be subject to disciplinary action up to and including but not limited to loss of information resources privileges; disciplinary suspension or termination from employment or expulsion; or civil or criminal legal action.

**Copyrights and Licenses**

used for administration, research, teaching, or other purposes.

**Conditions of Use**
Individual units within the College may define additional conditions of use for information resources under their control. These statements must be consistent with this overall procedure but may provide additional detail, guidelines, or restrictions.

**Legal Process**
This procedure exists within the framework of the College board policy and state and federal laws. A user of the College information resources who is found to have violated any of these policies will be subject to disciplinary action up to and including but not limited to loss of information resources privileges; disciplinary suspension or termination from employment or expulsion; or civil or criminal legal action.

**Copyrights and Licenses**
Computer users must respect copyrights and licenses to software and other on-line information.

**Copying** - Software protected by copyright may not be copied except as expressly permitted by the owner of the copyright or otherwise permitted by copyright law. Protected software may not be copied into, from, or by any the College facility or system,

when so instructed by the College.

1. Abide by all security provisions and limitations guidelines.
   1. ~~Distributing or making your password or another person's password or access code available to unauthorized persons or otherwise attempting to evade, disable or "crack" password(s) or other security provisions or assisting others in doing so threatens the work, privacy and well- being of others and is prohibited.~~
   2. Invasion of privacy will be subject to all state and federal laws.
   3. All electronic mail is public record (ORS 192) and is considered for college record. It is subject to inspection and disclosure along with scheduled retention for backup purposes.
   4. Refer to ORS Title 16 164.377 for details on computer crime.
   5. ~~Software licensed by the College must only be used in accordance with the applicable license agreement(s).~~
   6. ~~A user may, subject to college policies and authorization, upload software files or otherwise distribute to on-line networks only information,~~

Computer users must respect copyrights and licenses to software and other on-line information.

**Copying** - Software protected by copyright may not be copied except as expressly permitted by the owner of the copyright or otherwise permitted by copyright law. Protected software may not be copied into, from, or by any **Umpqua Community College** facility or system, except pursuant to a valid license or as otherwise permitted by copyright law.

**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 that department, unless otherwise stipulated in the purchase contract.

**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 law. Copied material must be

except pursuant to a valid license or as otherwise permitted by copyright law.

**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 that department, unless otherwise stipulated in the purchase contract.

**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 law. Copied material must be properly attributed. Plagiarism of computer information is prohibited in the same way that plagiarism of any other protected work is prohibited.

**Integrity of Information Resources**
Computer users must respect the integrity of computer-based information resources.

**Modification or Removal of Equipment** - Computer users must not attempt to modify or remove computer equipment, software, or peripherals that are owned by others without proper authorization.

~~software, photographs, videos, graphics, music, sounds and other material (collectively "content") not subject to any copyright, trademark, trade secrets or other proprietary rights of others, or content in which the author has given express written authorization for on-line distribution. Any copyrighted content submitted, used, copied or distributed with the consent of the copyright owner should contain a phrase such as "Copyright owned by [name of owner]; used by permission." Unauthorized transmission of copyrighted or other proprietary content is prohibited. Refer to UCC policy 305.~~

7. ~~Users may have an expectation that the contents of what they write or otherwise create, store and send be seen only by those to whom they intend or give permission to view; however, the security of electronic information on shared systems and networks is approximately that of paper documents in an unsealed or sealed envelope, generally respected, but breachable by someone determined to do so.~~

properly attributed. Plagiarism of computer information is prohibited in the same way that plagiarism of any other protected work is prohibited.

## Integrity of Information Resources
Computer users must respect the integrity of computer-based information resources.

**Modification or Removal of Equipment** - Computer users must not attempt to modify or remove computer equipment, software, or peripherals that are owned by others without proper authorization.

**Unauthorized Use** - Computer users must not interfere with others access and use of the **Umpqua Community College** computers. This includes but is not limited to: the sending of chain letters or excessive messages, either locally or off-campus; printing excess copies of documents, files, data, or programs, running grossly inefficient programs when efficient alternatives are known by the user to be available; unauthorized modification of system facilities, operating systems, or disk partitions;

**Unauthorized Use** - Computer users must not interfere with others access and use of the College computers. This includes but is not limited to: the sending of chain letters or excessive messages, either locally or off-campus; printing excess copies of documents, files, data, or programs, running grossly inefficient programs when efficient alternatives are known by the user to be available; unauthorized modification of system facilities, operating systems, or disk partitions; attempting to crash or tie up a the College computer or network; and damaging or vandalizing the College computing facilities, equipment, software or computer files.

**Unauthorized 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, or which damage the software or hardware components of the system. Computer users must ensure that they do not use programs or utilities that interfere with other computer users or that modify normally protected or restricted portions of the system or user accounts. The use of any unauthorized or destructive program will result in disciplinary action as provided in this

8. Network ID and Banner passwords are required to be updated every 120 days.

1. <mark>Observe proper on-line etiquette and avoidance of invasion of privacy.</mark>
   1. ~~Invasion of privacy will be subject to all state and federal laws.~~
   2. ~~Communication under a false name or designation or a name or designation which the user is not authorized to use, including instances in conjunction with representing that the user is somehow acting on behalf of or under the auspices of Umpqua Community College is prohibited.~~
   3. ~~On-line networks shall be used only as permitted by the College, only in accordance with applicable college policies, and only for lawful purposes. Conduct that, in the College's discretion, restricts or inhibits others from using an on-line network or violates college policies or applicable law is not permitted.~~
   4. ~~Users are prohibited from posting on or transmitting through any on-line network, any unlawful, harmful, threatening, abusive, harassing, defamatory, vulgar, obscene,~~

attempting to crash or tie up a **Umpqua Community College** computer or network; and damaging or vandalizing **Umpqua Community College** computing facilities, equipment, software or computer files.

**Unauthorized 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, or which damage the software or hardware components of the system. Computer users must ensure that they do not use programs or utilities that interfere with other computer users or that modify normally protected or restricted portions of the system or user accounts. The use of any unauthorized or destructive program will result in disciplinary action as provided in this procedure, and may further lead to civil or criminal legal proceedings.

**Unauthorized Access**
Computer users must not seek to gain unauthorized access to information resources and must not assist any other persons to gain unauthorized access.

procedure, and may further lead to civil or criminal legal proceedings.

**Unauthorized Access**
Computer users must not seek to gain unauthorized access to information resources and must not assist any other persons to gain unauthorized access.

**Abuse of Computing Privileges** - Users of the College information resources must not access computers, computer software, computer data, or information, or networks without proper authorization, or intentionally enable others to do so, regardless of whether the computer, software, data, information, or network in question is owned by the College. For example, abuse of the networks to which the College belongs or the computers at other sites connected to those networks will be treated as an abuse of the College computing privileges.

the College reserves the right to restrict and/or interrupt communications through or by use of any College computers or information technology services, which the College believes to be Abuse of Computing Privileges.

**Reporting Problems** - Any defects discovered in system accounting or system security must be reported

~~profane, hateful, racially or ethnically demeaning or threatening or otherwise objectionable material of any kind, including without limitation, any material which encourages conduct that would constitute a criminal offense, give rise to civil liability or otherwise violate any applicable law or College policies.~~

5. ~~Transmission of chain letters and pyramid schemes of any kind are prohibited. Use of any on- line network to send unsolicited advertising, promotional material or other forms of solicitation to others is prohibited, except as permitted by law and when not prohibited by College policies.~~

6. ~~Downloading and/or manipulation of, or the creation, sending or forwarding of messages or other content which pertain to or act on behalf of organizations not part of the mission of UCC (such as religious groups, fraternal, political, private or athletic organizations, etc.) is prohibited.~~

7. the College reserves the right to restrict and/or interrupt communications through or by use of any College computers or information technology services,

**Abuse of Computing Privileges** - Users of **Umpqua Community College** information resources must not access computers, computer software, computer data, or information, or networks without proper authorization, or intentionally enable others to do so, regardless of whether the computer, software, data, information, or network in question is owned by the **Umpqua Community College**. For example, abuse of the networks to which the **Umpqua Community College** belongs or the computers at other sites connected to those networks will be treated as an abuse of **Umpqua Community College** computing privileges.

**Reporting Problems** - Any defects discovered in system accounting or system security must be reported promptly to the appropriate system administrator so that steps can be taken to investigate and solve the problem.

**Password Protection** - A computer user who has been authorized to use a password-protected account may be subject to both civil and criminal liability if the user discloses the password

promptly to the appropriate system administrator so that steps can be taken to investigate and solve the problem.

**Password Protection** - A computer user who has been authorized to use a password-protected account may be subject to both civil and criminal liability if the user discloses the password or otherwise makes the account available to others without permission of the system administrator. Network ID and Banner passwords are required to be updated every 120 days.

**Usage** - Computer users must respect the rights of other computer users. Attempts to circumvent these mechanisms in order to gain unauthorized access to the system or to another person's information are a violation of the College procedure and may violate applicable law.

**Unlawful Messages** - Users may not use electronic communication facilities to send defamatory, fraudulent, harassing, obscene, threatening, or other messages that violate applicable federal, state or other law or the College policy, or

which the College believes to be harmful to the College or to others.

A. Guidelines for sending communications to all employees, groups of employees, or other users of College Information Systems, through the College network, e-mail, and other information systems.
 1. **Using the "Everyone" or staff groups to e-mail all persons e-mail guidelines:**
B. E-mail messages using the "Everyone" distribution group or a combination of college distribution groups that essentially equate the "Everyone" distribution group will only relate to conducting the business of the College or to communicating information about college activities that are of interest to everyone. These "Everyone" employee messages are inappropriate when they relate to:
 1. ~~Personal business endeavors, non-UCC Foundation fundraising activities, or political advocacy messages of any kind.~~
 2. Celebrations for individuals – An exception is retirement recognition approved through the Human Resources Office.
 3. Activities or events that are not clearly related to the mission and/or work of the College.

or otherwise makes the account available to others without permission of the system administrator.

**Usage** - Computer users must respect the rights of other computer users. Attempts to circumvent these mechanisms in order to gain unauthorized access to the system or to another person's information are a violation of **Umpqua Community College** procedure and may violate applicable law.

**Unlawful Messages** - Users may not use electronic communication facilities to send defamatory, fraudulent, harassing, obscene, threatening, or other messages that violate applicable federal, state or other law or **Umpqua Community College** policy, or which constitute the unauthorized release of confidential information.

**Commercial Usage** - Electronic communication facilities may not be used to transmit commercial or personal advertisements, solicitations or promotions (see Commercial Use, below). Some public discussion groups have been designated for selling items

which constitute the unauthorized release of confidential information.

**Commercial Usage** - Electronic communication facilities may not be used to transmit commercial or personal advertisements, solicitations or promotions (see Commercial Use, below). No public discussion groups have been designed for selling items.

**Information Belonging to Others** - Users must not intentionally seek or provide information on, obtain copies of, or modify data files, programs, or passwords belonging to other users, without the permission of those other users.

**Rights of Individuals** - Users must not release any individual's (student, faculty, or staff) personal information to anyone without proper authorization.

**User identification** - Users shall not send communications or messages anonymously or without accurately identifying the originating account or station.

**Political, Personal, and Commercial Use** - The College is a non-profit, tax-exempt organization and, as such, is subject to specific federal, state and local laws regarding sources of

C. Users should not attempt to send "Everyone" e-mail messages by adding groups together or by creating large distribution lists of individuals.
D. Never forward messages to the "Everyone" distribution group.
E. Never reply to a message sent to the "Everyone" distribution group.
F. All users should use the campus web bulletin board, Umpqua Updates, for campus news or announcements that are appropriate for public consumption. The web based campus bulletin board is public facing, meaning that anyone that accesses the campus web page will be able to read the messages.
   1. Bulletin Board messages are to be sent to the Communications and Marketing office for review and posting.

A. Everyone group e-mail examples are as follows but are not limited to:
   1. The information is urgent – Emergency messages, campus closure, and water or power issues affecting campus operations.
   2. The information is time-sensitive to a specific date or deadline such as a special out of the ordinary event, the President's Messages, or campus reminders

by [ *insert names of groups, if any* ] and may be used appropriately, according to the stated purpose of the group(s).

**Information Belonging to Others** - Users must not intentionally seek or provide information on, obtain copies of, or modify data files, programs, or passwords belonging to other users, without the permission of those other users.

**Rights of Individuals** - Users must not release any individual's (student, faculty, or staff) personal information to anyone without proper authorization.

**User identification** - Users shall not send communications or messages anonymously or without accurately identifying the originating account or station.

**Political, Personal, and Commercial Use** - The **Umpqua Community College** is a non-profit, tax-exempt organization and, as such, is subject to specific federal, state and local laws regarding sources of income, political activities, use of property and similar matters.

income, political activities, use of property and similar matters.

**Political Use** - The College information resources must not be used for partisan political activities where prohibited by federal, state, or other applicable laws.

**Personal Use** - The College information resources should not be used for personal activities not related to the College functions, except in a purely incidental manner. If the College otherwise grants access to the College email system for personal use, employees may use the College email system to engage in protected concerted activity during non-work time.

**Commercial Use** - The College information resources should not be used for commercial purposes. Users also are reminded that the ".cc" and ".edu" domains on the Internet have rules restricting or prohibiting commercial use, and users may not conduct activities not authorized within those domains.

**Nondiscrimination**
All users have the right to be free from any conduct connected with the use of the College network and computer resources which discriminates against any person on the basis

such as an accreditation team visit.

3. Information is legally required to be delivered to all employees, for example – health benefits open enrollment.
4. Information that is institutionally important, for example – Invitations to attend college wide meetings, Foundation employee fund raising appeals, or commencement information.
5. Death and memorial service notices of current and former employees and College Board members.

B. The following departments/offices are authorized to send "Everyone" e-mails. Everyone e-mails are to come from administrators or through authorized persons of the following departments/offices with an optional review by the Communications and Marketing Office.
   1. Office of the:
      A. President
      B. Vice President of Instruction / Provost
      C. Chief Financial Officer
      D. Vice President of Student Services / Provost
   2. Security Department
   3. Communication and Marketing Department
   4. Human Resources Department
   5. Facilities Department

**Political Use - Umpqua Community College** information resources must not be used for partisan political activities where prohibited by federal, state, or other applicable laws.

**Personal Use - Umpqua Community College** information resources should not be used for personal activities not related to **Umpqua Community College** functions, except in a purely incidental manner. If the **Umpqua Community College** otherwise grants access to the **Umpqua Community College** email system for personal use, employees may use the **Umpqua Community College** email system to engage in protected concerted activity during non-work time.

**Commercial Use - Umpqua Community College** information resources should not be used for commercial purposes. Users also are reminded that the ".cc" and ".edu" domains on the Internet have rules restricting or prohibiting commercial use, and users may not conduct activities not authorized within those domains.

of *BP 3410 (BP 302, BP 314.01, and Title IX)*. No user shall use the College network and computer resources to transmit any message, create any communication of any kind, or store information which violates any the College procedure regarding discrimination or harassment, or which is defamatory or obscene, or which constitutes the unauthorized release of confidential information.

**Disclosure**

**No Expectation of Privacy** - The College reserves the right to monitor all use of the College's network and computer to assure compliance with these policies. Users should be aware that they have no expectation of privacy in the use of the College network and computer resources. The College will exercise this right only for legitimate the College purposes, including but not limited to ensuring compliance with this procedure and the integrity and security of the system.

All electronic mail is public record (ORS 192) and is considered for college record. It is subject to inspection and disclosure along with scheduled retention for backup purposes.

**Possibility of Disclosure** - Users must be aware of the possibility of unintended disclosure of communications.

6. Information Technology Department – related to outages, information systems maintenance, and systems status.

Note: If you are authorized to send an "Everyone" e-mail put your address in the "To" address line and the "Everyone" group in the "Blind Copy" address line.

2. **2. General E-mail Guidelines**

1. Always spell check e-mail messages and check URL links before sending.
2. Users have the option to create local distribution groups for employees and students with common interests to receive targeted, pertinent e-mail notifications and information. For example, committees or task forces.
3. When sending a message to a large number of e-mail addresses not part of group, be sure to place the addresses in the blind copy address area of the e-mail.
4. Remember any contact information, personal profile information, or picture you attach to your message or signature will be seen by all users. If using a profile picture pick one that appropriately reflects your professional representation. See the Communications and Marketing office regarding e-mail signature or

**Nondiscrimination**
All users have the right to be free from any conduct connected with the use of **[ *name of* Umpqua Community College ]** network and computer resources which discriminates against any person on the basis of **[ *insert list from Board Policy on nondiscrimination (BP 3410)* ]**. No user shall use the **Umpqua Community College** network and computer resources to transmit any message, create any communication of any kind, or store information which violates any **Umpqua Community College** procedure regarding discrimination or harassment, or which is defamatory or obscene, or which constitutes the unauthorized release of confidential information.

**Disclosure**

**No Expectation of Privacy** - The **Umpqua Community College** reserves the right to monitor all use of the **[*entity* ]** network and computer to assure compliance with these policies. Users should be aware that they have no expectation of privacy in the use of the **Umpqua Community College** network and computer resources. The **Umpqua Community College** will exercise this right only for legitimate **Umpqua Community College** purposes, including but not limited to ensuring compliance with this procedure and the integrity and security of the system.

**Retrieval** - It is possible for information entered on or transmitted via computer and communications systems to be retrieved, even if a user has deleted such information.

**Litigation** - Computer transmissions and electronically stored information may be discoverable in litigation.

**Dissemination and User Acknowledgment**
All users shall be provided copies of these procedures and be directed to familiarize themselves with them.

A "pop-up" screen addressing the e-mail portions of these procedures shall be installed on all e-mail systems. The "pop-up" screen shall appear prior to accessing the e-mail network. Users shall sign and date the acknowledgment and waiver included in this procedure stating that they have read and understand this procedure, and will comply with it. This acknowledgment and waiver shall be in the form as follows:

**Computer and Network Use Agreement**
(Sample Language)

I have received and read a copy of the College Computer and Network Use Procedures and this Agreement dated, **[ *date* ]**, and recognize and understand the guidelines. I agree to abide by the standards set in the Procedures for the duration of my employment or enrollment. I am aware that violations of this

contact information recommended practices or guidelines.

i. ~~i. **Prohibitions**: Violations of the following prohibitions may result in expulsion, dismissal, and/or may be punishable by law.~~

1. ~~Using any UCC information technology for any illegal or nationally threatening purpose is prohibited.~~
2. ~~Communication under a false name or designation, or a name or designation which the user is not authorized to use, including instances in conjunction with representing that the user is somehow acting on behalf of or under the auspices of Umpqua Community College is prohibited.~~
3. ~~Use of computer systems to interfere with the work of employees or students, or to disrupt the normal operation of the College is prohibited.~~
4. ~~Any use of UCC's information technology resources in any manner that can cause undue stress, is hostile or threatening to the school or work environment for other students or employees is considered harassment and is prohibited. UCC will be the arbiter of what constitutes proper conduct. Issues concerning harassment should be brought to the~~

**Possibility of Disclosure** - Users must be aware of the possibility of unintended disclosure of communications.

**Retrieval** - It is possible for information entered on or transmitted via computer and communications systems to be retrieved, even if a user has deleted such information.

**Litigation** - Computer transmissions and electronically stored information may be discoverable in litigation.

**Dissemination and User Acknowledgment**
All users shall be provided copies of these procedures and be directed to familiarize themselves with them.

A "pop-up" screen addressing the e-mail portions of these procedures shall be installed on all e-mail systems. The "pop-up" screen shall appear prior to accessing the e-mail network. Users shall sign and date the acknowledgment and waiver included in this procedure stating that they have read and understand this procedure, and will comply with it. This acknowledgment and waiver shall be in the form as follows:

**Computer and Network Use Agreement** (Sample Language)

Computer and Network Usage Procedure may subject me to disciplinary action, including but not limited to revocation of my network account up to and including prosecution for violation of state or federal law.

**General E-mail Guidelines**

**Only the College provided email addresses shall be used for e-mail that are part of an employee's duties.**

Always spell check e-mail messages and check URL links before sending.

Users have the option to create local distribution groups for employees and students with common interests to receive targeted, pertinent e-mail notifications and information. For example, committees or task forces.

When sending a message to a large number of e-mail addresses not part of group, be sure to place the addresses in the blind copy address area of the e-mail.

All contact information, personal profile information, or picture users attach to message or signature will be seen by all users. If using a profile picture pick one that appropriately reflects the values and core themes of the College. See the Communications and Marketing office regarding e-mail signature or contact

| | | |
|---|---|---|
| ~~attention of the College Affirmative Action and/or Title IX Officer.~~<br><br>5. ~~Intentional transmission, storage, printing or display of unwanted messages, information, and/or electronic images in any form is prohibited and subject to all state and federal laws. This includes but not limited to pornography.~~<br><br>6. Any student or employee of the College that, through verbal, written, or any other communications medium, presents information, perspective, or other materials as an official or implied as an official position or representation of the College without permission or the authority to do so will be subject to immediate dismissal from the College or termination of employment.<br><br>7. ~~The use of images, graphics, or other content secured for College use may not be used outside of college systems without specific written permission.~~<br><br>8. ~~E-mail may not be used in support or opposition of a political candidate, political committee, election petition or measure as prohibited under Oregon law.~~ | I have received and read a copy of the **Umpqua Community College** Computer and Network Use Procedures and this Agreement dated, **[ *date* ]**, and recognize and understand the guidelines. I agree to abide by the standards set in the Procedures for the duration of my employment or enrollment. I am aware that violations of this Computer and Network Usage Procedure may subject me to disciplinary action, including but not limited to revocation of my network account up to and including prosecution for violation of state or federal law.<br><br><br>**Approved:** | information recommended practices or guidelines.<br><br>Any student or employee of the College that, through verbal, written, or any other communications medium, presents information, perspective, or other materials as an official or implied as an official position or representation of the College without permission or the authority to do so will be subject to immediate dismissal from the College or termination of employment.<br><br>**Guidelines for sending Email**<br><br>Using the "Everyone" or staff groups to e-mail all persons e-mail guidelines:<br><br>E-mail messages using the "Everyone" distribution group or a combination of college distribution groups that essentially equate the "Everyone" distribution group will only relate to conducting the business of the College or to communicating information about college activities that are of interest to everyone. These "Everyone" employee messages are inappropriate when they relate to:<br><br>  o Celebrations for individuals – An exception is retirement recognition approved through the Human Resources Office.<br>  o Activities or events that are not clearly related to the |

| | | mission and/or work of the College.<br><br>Users should not attempt to send "Everyone" e-mail messages by adding groups together or by creating large distribution lists of individuals.<br><br>All users should use the campus web bulletin board, Umpqua Updates, for campus news or announcements that are appropriate for public consumption. The web based campus bulletin board is public facing, meaning that anyone that accesses the campus web page will be able to read the messages.<br><br>  o Bulletin Board messages are to be sent to Umpquaupdates@umpqua.edu for review and posting.<br><br>**Approved:** |
|---|---|---|