

DES MOINES AREA COMMUNITY COLLEGE  
INFORMATION TECHNOLOGY PROCEDURES

Section: INFORMATION TECHNOLOGY  
 Procedure: Technology Usage Policy  
 Effective Date: July 1, 2007  
 Procedure Number: IT 6100

I. Institutional Regulations:

- A. The Board of Directors of DMACC confers upon the staff the power to invoke sanctions and promulgate rules to protect the educational processes and the rights of individual students, faculty and staff.
- B. College technology resources represent a substantial and ongoing investment of public funds which the college has an obligation to utilize for purposes which serve the public interest consistent with the college's educational mission.
- C. The use of technology resources will be consistent with institutional policies: Student Conduct Discipline and Appeals Procedure, ES 4630; Restricted use of College Resources, BP 3023; Academic Freedom BP 4003; and Personal Use of College Property by Employees, HR 3335.

II. Scope

Technology resources and usage may be described as all College owned print and electronic media and services including, but is not limited to: computers, printers, modems, email communications, DMACC web content, wireless connections and fax transmissions. Personal equipment connected to the DMACC network is also subject to this procedure.

As a public learning institution financed and supported by public funds, it is incumbent upon the College to ensure that its technology resources are responsibly and effectively maintained and used by all persons affiliated with DMACC. Such persons include credit and non-credit DMACC students, faculty, staff, student employees, alumni, DMACC pioneers, and guests at the institution who will be referred to throughout this procedure as DMACC technology users—or simply “Users”.

III. Statement of General Expectations

All DMACC technology users must abide by applicable federal and state laws and regulations regarding technology usage, as well as existing College policies and procedures. Paramount to DMACC's mission as an institution of higher learning, DMACC values academic freedom and academic achievement. DMACC promotes openness to new ideas, sensitivity to multicultural issues, and unlimited access to a wide range of information and ideological perspectives. The College values the free flow of information and does not condone censorship.

Students are provided 2 GB of network storage space on a designated P Drive. Students' efforts to comply with this limit will benefit all network users. Accounts that exceed this limit will be contacted by the network administrator and will be asked to take steps to return to the 2 GB limit. Accounts that are not returned to 2 GB by the stated date are subject to possible removal of data at the discretion of the network administrator.

IV. Individual Responsibilities

Technology resources users are expected to:

- A. Use technology in a manner consistent with Federal, State and Local laws.
- B. Support an educational environment free from harassment and discrimination as described in institutional Harassment and Discrimination procedures (HR 3005 and 3010; ES 4645).
- C. Use technology resources appropriately so as to not interfere with the educational mission of the institution or the daily business of the College.
- D. Be aware of and employ security practices to prevent unauthorized access to their computers, accounts, and/or personnel identification numbers (PIN). This would include logging off from the computer following usage, avoiding sharing PIN and other passwords, and using insecure methods for sharing, storing or transferring information.
- E. Use technology resources consistent with other institutional policies. (Section VIII)
- F. Assist in maintaining and enhancing the integrity of DMACC technology resources by taking measures to support the security and privacy of computer networks.

- G. Report any systems interference, technological performance problem, or damage to equipment to the Help Desk or the computer lab supervisor on duty.

V. Prohibited Conduct

- A. Intentionally disrupting access of students, faculty or staff members to technological resources.
- B. Knowingly obtaining and/or gaining unauthorized access to college computer systems or an account belonging to another individual.
- C. Using technological equipment to interfere with the lawful rights of others by such activities as falsifying or altering records or software, creating fraudulent documents, damaging programs belonging to the college or another individual.
- D. Sending harassing, threatening material or information to another individual.
- E. Violating license agreements, copyrights or intellectual property rights including copyright, patents, etc. by copying, distributing or publishing intellectual property.
- F. Permitting other persons—whether DMACC users or unauthorized users—to use a DMACC user's accounts, passwords, or access codes.
- G. Theft of DMACC hardware or software.
- H. Inappropriate or malicious use of technology resources including attempts to alter, erase, damage, or intercept technological data or programs that are the property of DMACC or DMACC users.

VI. Security and Privacy

Security of technology resources is of the utmost importance—all users are expected to cooperate in maintaining and enhancing the integrity of these resources. The College reserves the right to inspect or monitor technology resources under its control, and to take appropriate action when there is reason to believe that a user has violated established policies. Every effort shall be made to protect the Constitutional rights of all DMACC technology users.

The College does not endorse the casual review of electronic communication and storage. However, users should be aware that their uses of DMACC information technology shall have no guarantee of privacy. Technology resources are considered property of the College and DMACC may initiate inspections or monitoring of information resources if it is deemed to be in the best interest of the College. DMACC may also be required to initiate inspections or monitoring if subject to subpoena or other legal requirements.

VII. Intellectual Property Rights

DMACC endorses the following statement distributed by EDUCAUSE, a non-profit consortium of colleges and universities committed to the use and management of information technology in higher education:

“Respect for intellectual labor and creativity is vital to academic discourse and enterprise. This principle applies to work of all authors and publishers in all media. It encompasses respect for the right to acknowledgement, right to privacy, and right to determine the form, manner, and terms of publication and distribution.

Because electronic information is volatile and easily reproduced, respect for the work and personal expression of others is especially critical in computer environments. Violations of authorial integrity, including plagiarism, invasion of privacy, unauthorized access, and trade secret and copyright violations, may be grounds for sanctions against members of the academic community.”

VIII. Personal Use of DMACC Technology

Personal use of DMACC technology by all DMACC technology users must be viewed in the context of the College's academic mission. Usage preference shall be granted to users who are engaged in academic or work-related activity (as opposed to recreational usage) and should adhere to the following guidelines:

- A. Users engage in no activity which harms the performance of technology, damages or defaces equipment, or knowingly exceeds the design parameters of the equipment, building, or work facility.

- B. Priority in student computer labs is given to users for the completion of academic activities.
- C. Personal usage by DMACC employees is acceptable provided that it is consistent with Human Resources procedure HR 3335, Personal Use of College Property by Employees.

IX. Enforcement of Technology Usage Policy

- A. Interim Response: DMACC Information Technology personnel may temporarily disable an account or service to an individual when there is reason to believe an alleged violation of the Technology Usage Policy is believed to have occurred. This may happen when one of the alleged violation:
  - 1. Violates Federal, State or Local law;
  - 2. Could result in damage or interference with official College business; and/or
  - 3. Could result in liability for the College.
- B. Disciplinary Action: A student who is believed to have violated the Technology Usage Policy may be charged with a violation of the Student Conduct Code according to the Student Conduct, Discipline and Appeals Procedure, ES 4630. An Employee who is believed to have violated the Technology Usage Policy may be subject to discipline as outlined in Human Resources Discipline Procedure, HR 3235.

Approved \_\_\_\_\_



Date: 7/1/2007