

INFORMATION TECHNOLOGY USAGE	The board of trustees encourages utilization of information technology resources to support MCC's mission of preparing students and serving communities to include public service, administrative functions, and student and campus life activities. The board authorizes the Chancellor to develop regulations governing the use of information technology resources.
PURPOSE	The purpose of this policy is to inform users of the responsibilities of the administration and users related to MCC's information technology resources.
APPLICABILITY	All employees, students, contractors, third party providers and visitors of MCC.
DEFINITIONS	Information technology resources include all hardware, software, services, voice or data network access, and electronic information that is owned, leased, managed, operated, stored or provided by MCC.
RESPONSIBILITIES OF DISTRICT	<p>The college retains the following rights and recognizes the following obligations:</p> <ol style="list-style-type: none"><li>1. To log network use and to monitor fileserver space utilization by users and assume no responsibility or liability for files deleted due to violation of fileserver space allotments.</li><li>2. To remove a user account on the network or restrict access to college technology resources.</li><li>3. To monitor the use of online activities, which may include real-time monitoring of network activity and/or maintaining a log of internet activity for later review, and to provide internal and external controls as appropriate and feasible, which shall include the right to determine who will have access to college-owned equipment and, specifically, to exclude those who do not abide by the acceptable use policy or other policies governing the use of college facilities, equipment, and materials. The college reserves the right to restrict online destinations through software or other means.</li><li>4. To monitor and secure the storage and use of personally identifiable information.</li><li>5. To store and manage all personally identifiable information or otherwise protected information in accordance with college data management policies and other industry requirements, and federal and state laws and regulations.</li><li>6. To monitor and manage the use of local or external digital media sources (for example, streaming, file sharing, embedded links, etc.) for acceptable use and legal compliance, including, but not</li></ol>

limited to, American with Disabilities Act (ADA) compliance and intellectual property rights.

7. To review and approve the purchase, acquisition, implementation, administration, and use of software, hardware, and peripherals, whether locally or remotely accessing college resources.

#### INSPECTION

MCC values academic freedom and privacy and does not condone casual inspection of the information contained within or transmitted within information technology resources. However, such information is subject to examination and inspection when deemed appropriate by the Information Technology Department in consultation with the Legal Department, where applicable.

Access to and use of information technology resources may be limited, restricted, suspended, or revoked when appropriate.

#### ACCEPTABLE USE

Use of the electronic media provided by the college is a privilege that offers a wealth of information and resources for research. In order to maintain this privilege, users agree to learn and comply with all of the provisions of this policy to include the following:

1. Exhibit responsible behavior consistent with MCC's mission and purpose.
2. Network accounts are to be used only by the authorized owner of the account for the authorized purpose.
3. Respect the privacy, confidentiality, and personal rights of others.
4. Respect the intellectual property rights of creators, owners, contributors and publishers.
5. Protect assigned information technology resources from unauthorized use.
6. Adhere to terms of software licenses and other contractual agreements.
7. Comply with all applicable laws, regulations and MCC policy.

Appropriate administrators will make determinations on whether specific uses of the network are consistent with the acceptable use practice.

#### IMPROPER USE

The below are improper uses for information technology resources:

1. Unauthorized distribution of personal information about another person, including home address and phone number, is strictly prohibited.

2. Any use of the network for commercial or for-profit purposes not authorized by the college is prohibited.
3. Excessive use of the network for personal business shall be cause for disciplinary action.
4. Any use of the network for political activity inconsistent with college policy and procedure is prohibited. Political activity shall mean promoting or opposing a political candidate or issue.
5. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users or misrepresent other users on the network.
6. No use of the network shall serve to disrupt the use of the network by others. Hardware and/or software shall not be destroyed, modified, or abused in any way.
7. Malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited.
8. Harassment, discriminatory remarks, and other antisocial behaviors are prohibited by college policy and procedure.
9. The unauthorized installation of any software, including shareware and freeware, for use on college computers is prohibited.
10. Use of the network to access, store or process pornographic material or any other file (as determined by the system administrator or campus administrator), intended to compromise the integrity of the local area network is prohibited.
11. The college network may not be used for downloading entertainment software or other files not related to the mission and objectives of the college for transfer to a user's home computer, personal computer, or other media. This prohibition pertains to freeware, shareware, copyrighted commercial and non-commercial software, and all other forms of software and files not directly related to the instructional and administrative purposes of the college.
12. Downloading, copying, or otherwise duplicating and/or distributing copyrighted materials without the specific written permission of the copyright owner is prohibited, except that duplication and/or distribution of materials for educational purposes is permitted when

such duplication and/or distribution would fall within the Fair Use Doctrine of the United States Copyright Law.

13. Gaming for non-instructional purposes on MCC's network is prohibited, unless specifically authorized by the Information Technology Department.
14. Use of college information technology resources not in accordance with applicable laws, regulations, or MCC policies and procedures are prohibited.

ENFORCEMENT OF  
POLICY

This policy and applicable procedures shall be strictly enforced. Violations may result in restricted, suspended, or revoked use and may result in disciplinary action up to and including termination.