

## ACCEPTABLE USE FOR TECHNOLOGY RESOURCES

Office of Origin:	Information Technologies
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### **Policy Statement:**

Lake Michigan College has made available to its students, faculty, staff, and guests a variety of technology resources for the pursuit of supporting academic programs and operational goals. Technology resources include desktop computers, laptops, internet access, Local Area Network (LAN), Wide Area Network (WAN), wireless network access, printers, data projectors, email, electronic media, electronic records, phones, video, audio, scanners, software applications, photocopiers, cameras, digital signs and portable digital devices.

The use of technology resources at LMC is a privilege and must fall within acceptable use as outlined in the rules of this policy. LMC has the right to monitor the use of the technology resources. LMC may revoke individual access any time appropriate use is violated. Nothing in this policy shall preclude separate "conditions of use" from being implemented by units of LMC or by LMC with respect to portions of its electronic technology resources. Such conditions of use shall be deemed to supplement, rather than replace, this policy.

LMC reserves the right to log internet use, inspect electronic records and monitor electronic communication that reside on College assets or that utilize the College's network. This means that there should be no expectation of privacy with respect to use of the computer systems. LMC may, at its discretion, review the sites and programs accessed by students, faculty, staff and guests, including the messages sent or received. Such monitoring may be conducted without notice.

Acceptable use must be legal; ethical; show respect for intellectual property and an individual's right to privacy, freedom from intimidation, harassment and unwarranted annoyance; reflect academic honesty; and show restraint in the consumption of shared network resources.

In addition to the conduct set forth below, LMC specifically deems as just cause for disciplinary action up to and including non-reappointment, discharge, dismissal, suspension, expulsion, termination and/or legal action for:

1. Violation of copyright, patent, license agreement, or contract.
2. Interference with the intended use of technology resources by denial of service attacks or other hacking activities.
3. Any attempt to gain unauthorized access to information.
4. Any unauthorized invasion (or attempted invasion) of the privacy of others.

## Lake Michigan College Policy

The following activities are prohibited using LMC's technology resources:

1. Violating any federal, state, local, or common law, or statute.
2. Violating any libel or slander laws.
3. Installing institutionally owned software on personally owned computer(s) unless the institution's software agreement with the licensor permits such use.
4. Sharing account numbers or passwords with someone else.
5. Publicly disclosing or violating the privacy of an individual by sharing personal, confidential or private information such as home addresses, phone numbers, student id's, etc.
6. Communicating a false identity or that they are representing someone else.
7. Using any college network or other communications system to obtain or to disseminate pornography.
8. Using technology for private business, or product advertisement or political lobbying.
9. Seeking to gain unauthorized access to computing resources or data.
10. Loading software on College owned computers unless approved by Information Technologies.
11. Using College owned facilities in violation of current copyright laws, such as copying software for which one is not the registered owner, or by providing copies of copyright protected software to others.
12. Engaging in activities that damage or disrupt hardware, software, or communications, such as virus creation and propagation, wasting system resources, and overloading the network with excessive data requests.
13. Transmitting or making accessible offensive, annoying, or harassing material, such as broadcasting unsolicited messages (SPAM) or sending mass emails.
14. Intentionally accessing or damaging systems or information or using any system for illegal activities.
15. Attaching any computer or network device that is not owned by Lake Michigan College to the Lake Michigan College wired Ethernet infrastructure
16. Enabling or otherwise implementing any wireless radio equipment which interferes or has the potential to interfere with the College's existing IEEE 802.11 wireless network
17. Implementing any wireless networking equipment or application for the purpose of relaying or retransmitting any LMC data network communication

The College seeks to protect the civil, personal, and property rights of those who use its technology resources, as well as those whose student or employment records are maintained on its computing systems. Any unlawful attempt to access these resources is a serious offense, which will be addressed by the College's disciplinary or legal action as outlined in the Lake Michigan College's Policies and Procedures and the Student Code of Conduct. Such conduct may also be subject to criminal or civil legal action and may be reported to governing authorities as required by law.

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**Responsibility:** Executive Director, Information Technology and Institutional Research

**References:**

**Formerly Titled: Information Resources, Technology and Networks - Proper Use**