Technology Resources

Acceptable Use for Harper College Information Technology

I. Philosophy:

Harper College provides technology resources, software, and facilities to further the College's mission. Access and use of facilities is a privilege and must be treated as such by all users. Acceptable use is based on common sense, common decency, and civility. Users are subject to guidelines set in this Acceptable Use Policy.

II. Risk and Responsibility: E-Mail, Internet Resources, and Electronic Files

A. Security

Harper College utilizes best practices and industry standards to protect data and filter materials transmitted or received via the College. Harper College does not assume liability for offensive material that any user may encounter, such as material that is illegal, defamatory, obscene, inaccurate, or controversial.

Users are responsible for all activities originating from their account(s), including all information sent from, intentionally requested, solicited, or viewed from their account(s) and publicly accessible information placed on a computer using their account(s). In addition, users are responsible for logging off applications/computers to prevent unauthorized access.

In addition, users are responsible for refraining from sharing personally identifiable information or other sensitive data while using collaboration tool applications, including but not limited to chat, email, or video conferencing applications.

B. Privacy

Users are strictly prohibited from accessing files and information other than their own, those intended for the user, and those for which the user has permission from authorized College personnel to access.

The College reserves the right to access its systems, including current and archival files of users' accounts; if that access would be imperative to conducting College business; if there is strong evidence of improper usage; or strong evidence of impropriety. Electronic files can be inspected under the Illinois Freedom of Information Act (IFOIA). Any inspection of electronic files, and any action based upon such review, will be governed by all applicable federal and state laws and College policies.

C. Education and Training

All users are responsible for using the facilities and all forms of technology resources ethically and legally. Users are expected to follow equipment and lab usage guidelines and, when necessary, receive training in using these resources and accept responsibility for their work. In addition, users are responsible for learning and adequately using the features of securing and/or sharing access to data.

D. Personal Use

As a result of agreements Harper College has with technology providers, users may be offered technology for personal use. If users take advantage of these offers, any agreement, conditions, or terms of use are between the user and the outside technology provider. Information resource providers outside the College may, in turn, impose additional conditions of appropriate use, which the user is responsible to observe when using those resources.

III. Unacceptable Uses:

It is the joint responsibility of all users to help avoid unacceptable uses such as but not limited to:

- Using the resources for any purpose, which violates federal laws, state laws, or College policies.

- Using the resources for commercial purposes.

- Misrepresenting the user's identity or affiliation in the use of information technology resources.

- Creating, sending, storing, or soliciting patently harassing, intimidating, abusive, or offensive material to or about others.

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  Intercepting, disrupting, or altering electronic communications.

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  Using another person's account, user ID, name, or password.
- Sharing of individual user accounts and resources with another person or another organization.

- Attempting to exceed, evade, or change assigned specifications or limitations of an account without the approval of appropriate College personnel. Impeding the use of systems by others.
- Attempting to corrupt the system.
- Reproducing, copying, downloading, or distributing copyrighted materials without authorization.

IV. Consequences:

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buse of these guidelines will result in possible legal action and/or official campus disciplinary procedures. Incidents involving unacceptable uses will be handled through existing processes.