

Technology Resources

Acceptable Use of Harper College Communications Network (HCCN)

I. Philosophy:

Harper College provides for the use of technology and information equipment, software, networks and facilities to further the College's mission of instruction, communication, research, and public service. 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, and users are subject to such procedures and processes, which operate in the College. Responsibility for the provision and support of the resources resides with Information Technology organization.

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

A. Security

Harper College utilizes industry standard tools, processes, and equipment to protect electronic files stored on its computer systems and to filter materials that are transmitted or received via the College computer resources. Harper College assumes no liability for offensive material that any user may encounter such as material that is illegal, defamatory, obscene, inaccurate, or controversial.

B. Privacy

Users are strictly prohibited from accessing files and information other than their own, those which were 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 computer and network 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 if there is strong evidence of impropriety. Under the Illinois Freedom of Information Act ("IFOIA"), electronic files are treated in the same way as paper files. Any inspection of electronic files, and any action based upon such inspection, will be governed by all applicable federal and state laws and by College policies.

C. Education and Training

All users have the responsibility to use the facilities and all forms of technology resources in an efficient, ethical, and legal manner. Users are expected to follow equipment and lab usage guidelines and, when necessary, receive training in the use of these resources. They should accept responsibility for their own work by learning appropriate uses of software to maintain the integrity of work created. Users should keep archives and backup copies of important work. They are responsible for learning and properly using the features of securing and/or sharing access to files.

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.
- Intercepting, disrupting, or altering electronic communications.
- 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 limitation of an account without the approval of appropriate College personnel. Impeding the use of systems by others.
- Attempting to corrupt the system.
- Reproducing or distributing copyrighted materials without authorization.

Use of networks, technology, and information resources accessed from the College, such as Internet, satellite teleconferencing and distance learning facilities, is subject to the same principles and guidelines that are present within the College. Networks, technology, or 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.

IV. Consequences:

Abuse 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.