

Glendale Community College District

3720

Administrative Regulation

USING INFORMATION TECHNOLOGY RESOURCES AT GLENDALE COMMUNITY COLLEGE

The District technology resources are the property of Glendale Community College. They may not be used by any person without the proper authorization of the District.

This regulation applies to all District students, faculty and staff and to others granted use of District technology resources. This regulation refers to all District technology resources whether individually controlled or shared, stand-alone or networked. It applies to all computer and computer communication facilities owned, leased, operated, or contracted by the District, regardless of whether used for administration, research, teaching or other purposes.

Conditions of Use

Individual units within the District may define additional conditions of use for technology resources under their control. These statements must be consistent with this overall regulation but may provide additional detail, guidelines and/or restrictions.

Legal Process

This regulation exists within the framework of the District Board Policy and state and federal laws. A user of District technology resources who is found to have violated any of these policies will be subject to disciplinary action up to and including but not limited to loss of technology resources privileges; disciplinary suspension or termination from employment or expulsion; and/or civil or criminal legal action.

Copyrights and Licenses

Computer users must respect copyrights and licenses to software and other online information.

Copying

Software protected by copyright may not be copied except as expressly permitted by the owner of the copyright or otherwise permitted by copyright law. Protected software may not be copied into, from, or by any District facility or system, except pursuant to a valid license or as otherwise permitted by copyright law.

Number of Simultaneous Users

The number and distribution of copies must be handled in such a way that the number of simultaneous users does not exceed the number of licenses purchased, unless otherwise stipulated in the purchase contract.

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Copyrights

In addition to software, all other copyrighted information (text, images, icons, programs, etc.) retrieved from computer or network resources must be used in conformance with applicable copyright and other law. Copied material must be properly attributed. Plagiarism of computer information is prohibited in the same way that plagiarism of any other protected work is prohibited.

Integrity of Technology Resources

Computer users must respect the integrity of electronic technology resources.

Modification or Removal of Equipment

Computer users must not attempt to modify or remove computer equipment, software, or peripherals that are owned by others without proper authorization.

Unauthorized Use

Computer users must not interfere with others access and use of the District computers. This includes but is not limited to: the sending of chain letters or excessive messages, either locally or off-campus; printing excess copies of documents, files, data, or programs, unauthorized modification of District technology resources.

Unauthorized Access

Computer users must not seek to gain unauthorized access to technology resources and must not assist any other persons to gain unauthorized access.

Abuse of Computing Privileges

The use of any unauthorized or destructive conduct will result in disciplinary action as provided in this regulation, and may further lead to civil or criminal legal proceedings.

Reporting Problems

Any breach of system security needs to be reported to the appropriate Vice President promptly so that steps can be taken to investigate and solve the problem.

Password Protection

Any person who has been authorized to use a password-protected account may be subject to both civil and criminal liability if the user discloses the password, attempts to circumvent the system in order to gain unauthorized access, or makes the account available to others without permission of the system administrator.

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Usage

Respectful use and basic computer etiquette of District technology resources is expected. Users may not use electronic communication facilities to send defamatory, fraudulent, harassing, obscene, threatening, or other messages that violate applicable federal, state or other law or District policy, or which constitute the unauthorized release of confidential information.

Usage and Support for Non-Glendale Community College District (Hereafter GCCD) owned equipment and software

Non-Glendale Community College District (GCCD) owned equipment and software is the sole responsibility of the owner. GCCD can assume no liability for these devices nor support the operation of these computing resources. GCCD is not responsible for supporting personal software or for solving problems created by such software. Non-Glendale Community College District (GCCD) owned equipment and software must not:

1. Place an inordinate burden on the GCCD network or systems
2. permit access to the network or any services that would not otherwise have been granted through official college regulations
3. be used for profit, personal gain, political campaigning, or in any other manner that would compromise the College's non-profit status

Commercial Usage

Electronic communication facilities may not be used to transmit commercial or personal advertisements, solicitations or promotions (see Commercial Use, below). Some electronic communication groups have been designated and may be used appropriately.

Rights of Individuals

Users must not release any individual's (student, faculty, and staff) personal information to anyone without proper authorization.

User identification

Users shall not send communications or messages anonymously or without accurately identifying the originating account or station.

Political, Personal, and Commercial Use

The District is a non-profit, public organization and, as such, is subject to specific federal, state and local laws regarding sources of income, political activities, use of property and similar matters.

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Political Use

District technology resources must not be used for partisan political activities where prohibited by federal, state, or other applicable laws.

Personal Use

District information resources should not be used for personal activities not related to District functions, except in a purely incidental manner. If the District otherwise grants access to the District's email system for personal use purposes, employees may use the District's email system to engage in protected concerted activity during non-work time.

Commercial Use

District technology resources should not be used for commercial purposes. Users also are reminded that the “.edu” domain on the Internet has rules restricting or prohibiting commercial use, and users may not conduct activities not appropriate within this domain.

Nondiscrimination

All users have the right to be free from any conduct connected with the use of the District technology resources which discriminates against any person on the basis of the Board Policy on Nondiscrimination and Equal Opportunity. No user shall use the District network and computer resources to transmit any message, create any communication of any kind, or store information which violates any District regulation regarding discrimination or harassment, or which is defamatory or obscene, or which constitutes the unauthorized release of confidential information.

Disclosure

The District reserves the right to investigate abuses with proper approval from President/Superintendent or appropriate Vice President and with notification monitor all use of the District network and computer to assure compliance with these policies. Users should be aware that they have no expectation of privacy in the use of the District network and computer resources. The District will exercise this right only for legitimate District purposes, including but not limited to ensuring compliance with this administrative regulation and the integrity and security of the system. Although not legally required to do so, Glendale Community College District respects the privacy of all users. Members of the Information Technology Services (hereafter ITS) staff are not permitted to log on to a user account or to access a user's files unless the user gives explicit permission (for example, by setting file access privileges).

Possibility of Disclosure

Users must be aware of the possibility of unintended disclosure of communications.

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Data Security and Integrity

Owners of data are responsible for the backup of their files. Glendale Community College District will provide centralized backup solutions for mission critical systems and will attempt to provide backup services for departments and services as budget allows. However, users need to back up their files and use all available means to protect their data on departmental systems.

Users should use all available methods to ensure the physical security of their computers and to protect their files, including the frequent changing of their passwords and storing back-up copies of information off site.

Retrieval

It may be possible for information entered on or transmitted via computer and communications systems to be retrieved, even if a user has deleted such information.

Public Records

The California Public Records Act (Government Code Sections 6250 et seq.) includes computer transmissions in the definition of "public record" and nonexempt communications made on the District network and computer must be disclosed if requested by a member of the public.

Litigation

Computer transmissions and electronically stored information may be discoverable in litigation.

Dissemination and User Acknowledgment

All users shall be provided copies of these regulations and be directed to familiarize themselves with them. When significant changes in hardware, software or procedures are planned, GCCD will notify users to ensure that all users have enough time to prepare for the changes. Users are responsible for staying informed about the changes in Glendale Community College District technology resources and are expected to adapt to these changes.

I have received and read a copy of AR 3720 Using Technology Resources at Glendale Community College dated, _____, and recognize and understand the guidelines. I agree to abide by the standards set in the regulations for the duration of my employment and/or enrollment. I am aware that violations of AR 3720 Using Technology Resources at Glendale Community College may subject me to disciplinary action, including but not limited to revocation of my network account up to and including prosecution for violation of State and/or Federal law.

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References:

- 17 U.S. Code Sections 101 et seq.;
- Penal Code Section 502, Cal. Const., Art. 1 Section 1;
- Government Code Section 3543.1(b);
- Federal Rules of Civil Procedure, Rules 16, 26, 33, 34, 37, 45

Adopted: 03/12/02

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