

# **BAY de NOC COMMUNITY COLLEGE BOARD OF TRUSTEES POLICIES**

## **1000 GENERAL ADMINISTRATION**

### **1050 INTERNET AND COMPUTER ACCEPTABLE USE POLICY**

It shall be the policy of the Bay de Noc Community College Board of Trustees to outline appropriate and inappropriate use of Bay de Noc Community College's ("Bay College") Internet and computer resources, including the use of browsers, electronic mail, instant messaging, file transfers, and voice communications. This policy applies to all employees, students, contractors, agents, guests, or temporary employees of Bay College.

#### **PROCEDURE:**

##### **1050.1 Appropriate Use**

Individuals at Bay College shall use the Internet and computer resources to further the goals and objectives of Bay College. Bay College's computer resources and network are dedicated solely to use for academic or professional purposes. The types of activities that are permitted include, but are not limited to:

1. Communicating with fellow employees, business partners of Bay College, and students, clients, and vendors within the context of an individual's assigned responsibilities;
2. Acquiring or sharing information necessary or related to the performance of an individual's assigned responsibilities; and
3. Participating in educational or professional development activities.

##### **1050.2 Inappropriate Use**

Individual Internet and computer use shall not interfere with others' productive use of Internet and computer resources. Internet use at Bay College shall comply with all Federal and Michigan state laws, all Bay College policies, and all Bay College contracts. This includes, but is not limited to, the following rules:

1. The Internet and computer resources may not be used for illegal or unlawful purposes, including, but not limited to, copyright infringement, viewing obscene, pornographic, or illegal images or materials, libel, slander, fraud, defamation, plagiarism, harassment, intimidation, forgery, illegal impersonation, illegal gambling, soliciting for illegal pyramid schemes, and computer tampering (*e.g.* spreading computer viruses).
2. The Internet and computer resources may not be used in any way that violates Bay College's policies, rules, or administrative orders including,

but not limited to, use of the Internet or computer resources in a manner that is not consistent with the mission of Bay College, misrepresents Bay College, or violates any Bay College policy.

3. Individuals shall limit their personal use of computer resources and the Internet. Personal use of Bay College computer resources and Internet is a privilege, and shall not interfere with any individual's use of Bay College computer resources or Internet. Bay College allows limited use of computer resources solely for the purposes of communicating with family and friends, independent learning, and public service. Bay College prohibits use of computer resources for mass unsolicited mailings, access for non-employees or non-students to Bay College resources or employee-only network facilities, uploading and downloading of files for personal use, access to pornographic sites, competitive commercial activity unless pre-approved by Bay College, and the dissemination of chain letters.
4. Individuals may not establish college computers as participants in any peer-to-peer network, unless pre-approved by Bay College. *Please review Peer-to-Peer File Sharing Policy.*
5. Individuals may not view, copy, alter, or destroy default settings, data, software, documentation, or data communications belonging to Bay College or another individual unless pre-approved by Bay College.
6. In the interest of maintaining network and electronic mail performance, users shall not send unreasonably large electronic mail attachments (including video files) in excess of 20MB under any circumstances or in excess of 2MB when sending to email lists of more than 200 users.
7. Individuals shall only use Bay College-approved voice services, specifically the Mitel VoIP system and Skype for Business, for voice communication over the Internet.
8. Bay College has the sole authority to determine which uses of its computer resources and Internet are proper.

### 1050.3 Gaming

1. Gaming on college owned PCs is allowed in designated locations as determined by IT during established periods of time which will not interrupt academic activity.
2. Game installation and updating must be coordinated with IT.
3. Tournaments and club related activities are coordinated with the Director of Student Life.

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4. Equipment used for gaming activities must be returned to previous setup when gaming event is complete.

#### 1050.4 Account Security

For security purposes, users shall not share their account or password information with any other person. Attempting to obtain or use another user's account password is strictly prohibited. Users must take all necessary precautions to prevent unauthorized access to their account(s).

#### 1050.5 Failure to Comply

Failure to comply with this policy may result in:

1. Temporary or permanent revocation of access to some or all computing and networking resources and facilities;
2. Disciplinary action according to applicable Bay College policies; and/or
3. Legal action according to state and federal laws and contractual agreements.

#### 1050.6 Monitoring and Filtering

Bay College may monitor any Internet or computer resource activity occurring on Bay College equipment or within Bay College accounts. If Bay College discovers activities which do not comply with applicable law or policy, records retrieved may be used to document the wrongful content in accordance with due process.

#### 1050.7 Disclaimer

Bay College assumes no liability for any direct or indirect damages arising from the user's connection to the Internet. Bay College is not responsible for the accuracy of information found on the Internet and only facilitates the accessing and dissemination of information through its systems. Users are solely responsible for any material that they access and disseminate through the Internet.

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