

From: Information Technology Service Department

Re: **Technology Infrastructure Use Policy**

About

This policy defines the acceptable use of computers, networks, and general information technology made available to employees and students of the College and any other person granted such access.

The College's technology infrastructure exists to enrich the learning environment and to enhance the effectiveness and efficiency of all other College areas operations. Usage of the College's technology infrastructure is a privilege and is limited to those functions.

Since some communications over the College's technology infrastructure involve matters of academic freedom and sensitive or protected communications, this policy presumes the privacy of such communications.

User Responsibilities

Since the College's technology infrastructure is to be used only for enriching the learning environment or for enhancing the operating effectiveness of the College, following are the types of uses that are prohibited:

- Displaying or transmitting material that is not educational or does not support the curriculum of the College and that could otherwise be considered sexually explicit, profane, racist, harassing, threatening or creating an intimidating, hostile or offensive environment
- Disguising the source of electronic messages
- Modifying the technology infrastructure in any way (includes adding any personally owned equipment such access points or installing bridges, switches, hubs, repeaters, servers or software) that would impact the availability and reliability of the technology infrastructure
- Running unauthorized and/or personally owned programs or applications on the technology infrastructure
- Gaining unauthorized access to any electronic resource
- Circumventing security systems designed to prevent unauthorized access
- Accessing, downloading, or storing of copyrighted materials or information which is not licensed and/or covered by fair use
- Transmitting any material in violation of United States or New York State regulations
- Using technology infrastructure resources for commercial or profit-making activities
- Accessing or attempting to access any electronic resource for which the user does not have authorization
- Disrupting another user's work or system
- Broadcasting messages or any other activity that results in the congestion (slow network speeds, denial of network access) of the technology infrastructure
- Distribution and/or sharing of user accounts and passwords (see related policy)
- A non-student user may *not* access or use the College's technology infrastructure or the Internet via a College provided resource for incidental personal use

College Responsibilities

The College is responsible, via the ITS Dept., for the design, setup, maintenance and good working order of the technology infrastructure as provided by the College, and for providing ongoing user training on the appropriate uses of the College provided technology infrastructure. The College is responsible for any legal requests for investigations. The College is also responsible for investigating any suspected abuse of this policy. Such investigation may include remote

monitoring of on-line activities and inspection of user's computer(s) and work areas. If an abuse becomes apparent, the College may invoke stricter supervision, limit or revoke the user's privileges, or take other appropriate action.

All students, faculty, staff, and other College affiliated constituents must adhere to this policy. Please feel free to contact the ITS dept. at either x5800 or helpdesk@cobleskill.edu if you have any further questions regarding this policy.