

INFORMATION TECHNOLOGY ACCEPTABLE USE POLICY

Revised 4/29/09

IN GENERAL

Hibbing Community College (“we,” “the College,” “our”) provides numerous information technology resources for use by Hibbing Community College to support its educational mission. The use of these resources must be consistent with the goals of the College. As a member of the HCC community, you are expected to act responsibly and to follow the College’s guidelines, policies and procedures in utilizing information technology and electronic networks accessed by such technology. The College’s acceptable use policy includes the following guidelines and applies to each HCC community member, including faculty, students, staff or other users:

- Respect the rights of others. Users must not engage in activities that interfere with or disrupt network users, equipment or service; intentionally distribute viruses, worms, trojans, or other malicious code; or install software or hardware that permits unauthorized access to System information technology.
- Respect copyright and other intellectual-property rights. Copying of files or passwords belonging to others will be considered a violation of College policies, a violation of the law and may constitute fraud, plagiarism or theft. Software licensed by HCC must only be used in accordance with the applicable license. Modifying or damaging information without authorization (including but not limited to altering data, introducing viruses or simply damaging files) is unethical, a violation of College policies and may be a felony in Minnesota.
- Identify yourself clearly and accurately in electronic communication. Anonymous or pseudo-anonymous communications appear to dissociate you from responsibility for your actions and are inappropriate. Concealing your identity or misrepresenting your name or affiliation to mask or attempt to distance yourself from irresponsible or offensive behavior is a serious abuse and violation of College policies. Using identifiers of other individuals, including using such identifiers as your own, constitutes a violation of College policies and constitutes fraud.
- Abide by security restrictions on all systems and information. Distributing or making your password or another person’s password or access code available to others or otherwise attempting to evade, disable or “crack” password or other security provisions or assisting others in doing so threatens the work, privacy and well-being of many others and is a serious violation of College policies, grounds for immediate suspension of your access privileges and other disciplinary action.
- Use resources efficiently. Accept limitations or restrictions on computing resources, such as storage space, time limits, amount of resources consumed, when so instructed by the College. Such restrictions are designed to ensure fair access for all users.
- Recognize limitations to privacy in electronic communications. You may have an expectation that the contents of what you write or create, store and send is seen only by those to whom you

intend or give permission; however, the security of electronic information on shared systems and networks is approximately that of paper documents in an unsealed envelope — generally respected, but breachable by someone determined to do so. Also note that, as part of their responsibilities, technical managers or other persons may need to view the contents to diagnose or correct problems.

- Accept responsibility for your own work by learning appropriate uses of software to maintain the integrity of what you create. Keep archives and backup copies of important work. Learn and properly use the features for securing or sharing access to your information on any computers you use.

Resources may be used for lawful and permitted purposes only. Use of resources for unlawful purposes or for uses not specifically permitted by the College, or assisting another in such use, is a serious violation of College policies and grounds for disciplinary action and other sanctions.

The College extends College policies and procedures for use and access to information technology and systems outside the College accessed via College facilities. Network or computing providers outside the College may additionally impose their own conditions or appropriate use, for which you are responsible.

When necessary, in the College's discretion to maintain continued reasonable services to the rest of the community, or in cases of irresponsible use, units providing resources, such as Academic Computing, may suspend privileges and may disallow connection of computers (even personal ones) to the campus network or take or recommend other action necessary or appropriate. You are expected to cooperate with investigations by resource managers or others at the College, either of technical problems or of possible unauthorized or irresponsible use as defined in these guidelines, in its other guidelines, policies or procedures, or as may otherwise be identified by the College from time to time; failure to do so may be grounds for suspension or loss of access privileges and other disciplinary action as indicated in the acceptable use policy, below in the on-line network services policy or as otherwise determined by the College. The Harassment Officer will investigate and document apparent or alleged violations of the Sexual Harassment and Sexual Violence policies as they apply to technology use. The Human Rights Officer will investigate and document all other apparent or alleged violations of this policy.

ON-LINE NETWORK USE

Hibbing Community College has computers capable of accessing Internet, World Wide Web and other online computer networks (collectively, "on-line networks"). We encourage members of the College community to use on-line networks for educational purposes under the appropriate circumstances.

However, in order to protect our rights and the rights of others and to lessen exposure to potential liability resulting from the nature and use of information a student or faculty member posts on or transmits through on-line networks, certain rules must be followed. Anyone who violates College policies including those set forth in the Hibbing Community College Student Handbook, others adopted from time to time or applicable law, shall be subjected to sanctions, including without limitation, prohibiting connection to or use of any campus network, disallowance of the privilege to

connect computers to the campus network, prohibiting use of any of our computers to access any on-line network, fines, restitution, probation, suspension, expulsion, termination of employment or other action (or any combination thereof).

PASSWORDS. You may be given passwords we have selected for accessing on-line networks. You are responsible for maintaining all passwords in confidence and not to disclose or make available any to third parties without our prior written consent. You will be held responsible and will be liable for any harm resulting from your disclosing or allowing disclosure or improper use of a password.

An I.D. sign-in procedure is necessary in all open labs (labs not part of any particular class). You must present your student I.D. card to be held by the person in charge of the lab and sign in as a computer user.

The person in charge will assign to you the use of a specific computer. When you are ready to leave, you must sign out and pick up your I.D. card.

ON-LINE CONDUCT. On-line networks shall be used only as permitted by the College, only in accordance with applicable College policies and only for lawful purposes. Any material which encourages conduct that would constitute a criminal offense, give rise to civil liability or otherwise violate any applicable law or College policies. We reserve the right to restrict and/or interrupt communications through or by use of any of our computers or computer services, which we believe to be harmful to the College or to others using the applicable on-line network or a violation of College policies or any third party's rights. More specifically and without limitation, the following conduct violates College policies and is not permitted:

- **Communication.** Users must comply with the laws of other jurisdictions, systems or networks when communicating electronically within those jurisdictions, systems or networks. Users are responsible for the content and any liability resulting from that use.
- **Harassment.** Users must not engage in inappropriate use in harassment, threats to or defamation of others, stalking, and/or illegal harassment or discrimination.
- **Graphic Files.** Transmitting through or posting on any on-line network sexually explicit images is prohibited.
- **Impersonation.** Communication under a false name or designation or a name or designation you are not authorized to use, including instances in conjunction with representing that you are somehow acting on behalf of or under the auspices of Hibbing Community College are prohibited.
- **Chain Letters and Pyramid Schemes.** Transmission of chain letters and pyramid schemes of any kind are prohibited. Certain chain letters and pyramid schemes are illegal. Letters or messages that offer a product or service based on our utilizing the structure of a chain letter are also of questionable legality.

- **Improper Advertising, Solicitation.** Use of any on-line network to send unsolicited advertising, promotional material or other forms of solicitation to others is prohibited, except as permitted by law and when not prohibited by College policies and in those areas that are designated for such a purpose, for example, a classified ad area.

IMPROPER USE OF COPYRIGHT & PROPRIETARY INFORMATION OF OTHERS. You may, subject to College policies and authorization, upload to software files or otherwise distribute on on-line networks only information, software, photographs, videos, graphics, music, sounds and other material (collectively “content”) not subject to any copyright, trademark, trade secrets or other proprietary rights of others, or content in which the author has given express written authorization for on-line distribution. Any

copyrighted content submitted or used with the consent of the copyright owner should contain a phrase such as “Copyright owned by [name of owner]; used by permission.” Unauthorized transmission of copyrighted or other proprietary content is prohibited and constitutes a violation of College policies and could subject you to criminal prosecution as well as personal liability in a civil suit, in addition to other sanctions.

USE OF HIBBING COMMUNITY COLLEGE NAME. You may not under any circumstances, without the College’s prior written consent, use the name “Hibbing Community College” in any form or use any symbol or logo or graphic used by or associated with Hibbing Community College alone or with the name “Hibbing Community College” or any name, symbol, logo, graphic confusingly similar to Hibbing Community College’s name, symbols, logo or graphics as part of an e-mail address, a “home page” or a second or higher level domain name for any on-line network you utilize, originate or register with Internet or similar authority. Unauthorized use of the name “Hibbing Community College” or any symbol, logo, graphic used by or associated with the College or any confusingly similar thereto, is a violation of College policies and subject to sanction.

UNINSTALLING SOFTWARE. Students may be charged for the cost of uninstalling software that they have downloaded or installed on college computers without permission.