SYSTEMS & CONFIDENTIALITY RESPONSIBILITY INFO FOR STUDENT WORKERS

IHCC Information Systems Acceptable Use Policy

Introduction

Information Systems are provided for the use of the Indian Hills Community College (IHCC) students, faculty and staff in support of the programs of the college. Access to the Information Systems is a privilege that is granted by the college. This privilege comes with a responsibility to respect the rights of other users and the rights of the college.

This policy is designed to guide students, faculty, and staff in the acceptable use of computer and information systems and networks provided by IHCC. Ethical and legal standards that apply to information technology resources derive directly from standards of common sense and common courtesy that apply to the use of any shared resource.

The purpose of these guidelines is to specify user responsibilities and to promote the ethical, legal, and secure use of Information Systems resources for the protection of all members of the IHCC community. The college extends membership in this community to its students and employees with the stipulation that they be good citizens, and that they contribute to creating and maintaining an open community of responsible users.

Agreement to Comply With Policy

All users of IHCC's Information Systems agree to comply with the policies stated in this document, as well as any additional guidelines established by the college for each individual information system.

Guiding Principles for the Use of IHCC Information Systems

Purpose of College Information Systems Resources: Indian Hills Community College Information Systems exist to provide a variety of services to the college community in support of instructional, research, and college business. The guidelines are intended to improve the information system services offered and provide these services in a cost-effective manner.

Academic Freedom: Consistent with other College policies, this policy is intended to respect the rights and obligations of academic freedom. As with all College resources, the IHCC community is encouraged to make innovative and creative use of information technologies in support of education and college services. Access to information representing a multitude of views on all issues should be allowed for the interest, information and enlightenment of the IHCC Community.

Copyright and Non-discrimination: The College policy recognizes that the purpose of copyright is to protect the rights of creators of intellectual property and to prevent the unauthorized use or sale of works available in the private sector. This includes, but is not limited to peer-to-peer sharing of copyrighted materials; movies, music, etc. Also consistent with other College policies, an individual's right of access to computer materials should not be denied or abridged because of race, creed, color, age, national origin, gender, sexual orientation, or disability.

Consideration for others: The information system and computing and network facilities of the College are limited and should be used wisely and carefully with consideration for the needs of others and the public nature of the College. Computers and network systems offer powerful tools for communications among members of the community and of communities outside the College. When used appropriately, these tools can enhance dialog and communications. When used inappropriately, however, these tools can infringe on the beliefs or rights of others or the public purpose for which they were created.

Responsibilities of Users of IHCC Information Systems

The following examples, though not covering every situation, specify some of the responsibilities that accompany computer use at IHCC and/or on networks to which IHCC is connected. **Use of IHCC's Information Systems implies consent with these policies.**

1.   Access to Information Systems resources shall be authorized at a level to perform the educational or job function required by an individual.

2.   IHCC computing and network resources are to be used for College-related communication, instruction, services, enrichment, dissemination of academic information, and administrative activities.

3.   College computing facilities are a public resource and may not be used for personal profit. IHCC prohibits the use of college information systems to solicit or proselytize others for commercial ventures, religions or political causes, outside organizations, or other non-work related concerns.

4.   Users are expected to respect the rights of other users; for example, users shall not engage in private or public behavior that creates an intimidating, hostile, or offensive environment for other users. Users shall not intentionally develop or use programs that harass other users, infiltrate a computer or system and/or damage or alter the hardware or software components of a computer or system.

5.   Users may not encroach on others' use of Information Systems resources. Such activities would include tying up computer resources for game playing or other trivial applications; sending frivolous or excessive messages, including chain letters, junk mail or unsolicited advertising, or other types of broadcast messages, locally or over the Internet; or intentionally introducing any computer viruses or other rogue programs to the IHCC system causing physical or functional damage to systems. To respect the shared nature of the computing resources users shall not engage in deliberately wasteful practices such as printing large amounts of unnecessary documents.

6.   Users are responsible for using software and electronic materials in accordance with copyright and licensing restrictions and applicable College policies. IHCC equipment and software may not be used to violate copyright or the terms of any license agreement.

7.   Users may not attempt to modify or crash the College system or network facilities. Users may not attempt to break into the accounts of other users at IHCC or on the Internet.

8.   **Students of IHCC and Guests of IHCC may not install software on any college computer**. Faculty and staff may not install software on the college network. Installations on the network are the responsibility of the IHCC Information Technology department.

9.   Users must remember that information distributed through the College's networking facilities is a form of publishing. For example, anything generated at IHCC that is available on the Internet represents IHCC and not just an individual. Even with disclaimers, the College is represented by its students, faculty, and staff; and appropriate language, behavior, and style is warranted.

Administration and Implementation

The Information Systems, facilities, equipment and accounts are owned and operated by IHCC. The college reserves all rights to the technology resources it owns and operates. IHCC may terminate any user's access and service to the information systems without notice. Communication and projects carried

on by IHCC staff through College resources are assumed to be business and professional matters. The College reserves the right to examine all computer files, phone mail or e-mail if it becomes necessary for reasons including, but not limited to, the following:

- To enforce its policies regarding harassment and the safety of individuals

- To prevent the posting of proprietary software or electronic copies of electronic texts or images in disregard of copyright restrictions or contractual obligations

- To safeguard the integrity of computers, networks, and data either at the College or elsewhere

- To protect the College against liability.

The College may restrict the use of its computers and network systems for electronic communications when faced with evidence of violation of College policies, or federal or local laws. The College reserves the right to limit access to its networks through College-owned or other computers, and to remove/limit access to material posted on IHCC-owned computers.

All users are expected to conduct themselves consistent with these responsibilities and all other applicable College policies. Abuse of Information Systems privileges will subject the user to disciplinary action, as established by the applicable policies and procedures of the College, up to and including termination of employment or expulsion from the College. When appropriate, temporary restrictive actions will be taken by system or network administrators pending further disciplinary action and the loss of Information Systems privileges may result.

IHCC and users recognize that all members of the College community are bound by federal and local laws relating to civil rights, harassment, copyright, security, and other statues relevant to electronic media. It should be understood that this policy does not preclude enforcement under the laws and regulations of the United States of America or the State of Iowa.

Student Records

It is vital that employees are aware of and in compliance with the laws governing access to student records. The penalty for noncompliance could include the loss of all federal funds to the college.

The Family Education Rights and Privacy Act of 1974 (FERPA) allows certain "directory information" to be released; however, a student may request that this information not be released. Indian Hills Community College has identified as directory information, including but not limited to, the following: name, address, telephone listing, e-mail address, field of study, previous schools attended, photographs, date and place of birth, participation in officially recognized activities and sports, dates of attendance, degrees and awards, full- or part-time status, expected date of graduation, and weight and height of athletes. Before any directory information is shared, the Indian Hills employee should check the Datatel computer system; screen SPRO, "Directory/Privacy" for a message that reads "Do not release any information on this student." Information other than "directory information" may be released only with the student's written consent. Students who have signed a consent form to allow release of information will have a code of "R-Signed Release of Info" in the "Directory/Privacy" field in SPRO. By detailing into the "Additional Profile Data" field, the specific individual(s) named by the student to whom information can be released will be found in the "Comments" field. Please keep in mind that the college does not generally release any information on our students except for legitimate educational purposes. If you are unsure whether or not requested information on a student should be released, direct the inquiry to the Registrar's office.

The right to privacy encompasses all data regarding students including the fact that they are enrolled here. Dissemination of student records without the appropriate authorization is subject to disciplinary action up to and including discharge.

Network Access

Many responsibilities at IHCC require that an employee have access to the college's computer network including database information in Colleague. Records contained in the system are to be used only to complete the tasks related to an employee's job at the college. At no time should an employee provide his/her password to another individual including student employees. Requests for access should be made to the Information Technology department. Inappropriate access or sharing of information, including passwords, is grounds for discipline up to and including termination of employment.