

Policy: Employee Use of Computers	Number: 615.06
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Definitions

1. **Computers** - are programmable electronic devices that can store, retrieve, and process data. They may be portable such as laptops, smartphones, PDAs, wireless devices, etc. or more permanent such as desktops and personal computers or permanent such as an IBM AS400.
2. **Software** is the entire set of programs, procedures, and related documentation associated with a computer. Specifically, software consists of the instructions that make it possible for a computer to perform such tasks as word processing, communicating across a network, database management and others.
3. **Computer files** are a collection of data or program records created using a word processor or other means. They may contain information about people, college processes, and course materials such as tests or student records, and many other things.
4. **Networking Components** consist of hardware and software. Network hardware includes wires, printed circuit cards, connectors, hubs, routers, and wireless devices. The software includes programs such as operating systems, e-mail, internet browsers, and other communications programs.

Introduction: Computers, computer files, software, networking components, the e-mail system, and the internet furnished to employees are Ingram State Technical College property and resources intended to support its educational programs and business processes. However, occasional and brief personal use that does not interfere with job duties is permitted within reasonable limits. Use of college owned computers and network components is a privilege, not a right. It is the responsibility of every user to comply with all federal and state laws while using college owned computers, networks, and software.

Employees have the authority to access only those accounts assigned to them. Employees' ability to access material or accounts other than their own does not imply that they have the authority to do so. Employees should not use a password, access a file, or retrieve communication without authorization from their supervisor or the Information Technology Manager.

To ensure compliance of this policy, Ingram State Technical College reserves the right to access at any time all college-owned computers and to monitor all computer, e-mail, and internet usage. Current passwords and encryption keys must be provided to the Information Technology Manager or other individual(s) designated by the President.

Internet and E-Mail

Harassment and Discrimination

Computer, e-mail, and Internet usage is subject to ACCS Board of Trustees and Ingram State Technical College policies against harassment and discrimination. Ingram State Technical College strives to maintain a workplace free of harassment and discrimination, and sensitive to the diversity of its employees.

E-mail

Ingram State Technical College e-mail transmissions may contain an employee's signature block. The signature block will contain only the employee's name, correct title, and contact information. Signature blocks will not contain quotes. Ingram State Technical College prohibits the use of computers, the e-mail system and the Internet in ways that are disruptive, offensive to others, or harmful to morale. For example, the display or transmission of sexually explicit images, messages, and cartoons is not allowed. Other such misuse includes, but is not limited to, ethnic slurs, racial comments, off-color jokes, or anything that may be construed as harassment, discrimination or showing disrespect for others. While e-mail usage is intended for job-related activities, incidental and occasional brief personal use that does not interfere with job duties is permitted within reasonable limits.

Internet

Ingram State Technical College provides Internet access to global electronic information resources on the World Wide Web to assist employees in obtaining work-related data and technology. Internet usage is subject to ACCS Board of Trustees and Ingram State Technical College policy against harassment and discrimination. The following policies have been established to help ensure responsible and productive Internet usage. While Internet usage is intended for job-related activities, incidental and occasional brief personal use that does not interfere with job duties is permitted within reasonable limits. The equipment, services, and technology provided to access the Internet remain at all times the property of Ingram State Technical College. As such, Ingram State Technical College reserves the right to access any Ingram State Technical College computer, to monitor Internet usage, and retrieve and read any data composed, sent, or received through online connections and stored in its computer systems.

Social Media

Posting about personal workplace issues, disputes, or complaints are not appropriate. Using social media to harm employees or the College is not appropriate.

Copyright

The unauthorized use, installation, copying or distribution of copyrighted, trademarked, or patented material on the Internet is expressly prohibited. As a general rule, if an employee did not create the material, does not own the rights to it, or has not gotten authorization for its use, it should not be put on the Internet.

Virus-free environment

Computer viruses are programs written for the express purpose of disrupting the normal and intended use of a computer system. They are usually introduced to a computer system as attachments to files from an outside source. To help maintain a virus-free environment, only trusted files may be downloaded from the Internet or brought from employees' personal computers. Likewise, any e-mail files containing self-executing attachments should only be opened if they are from a trusted source.

Commercial and other use

The Internet and E-mail may not be used to solicit others for commercial ventures, religious or political causes, outside organizations, or other non-Ingram State Technical College business matters.

Authorized Software

Ingram State Technical College purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, Ingram State Technical College does not have the right to reproduce such software for use on more than one computer. To avoid legal liability, employees shall not install any software not licensed to ISTC on college-owned equipment. Employees may only use software on local area networks or on multiple machines according to the software license agreement. Ingram State Technical College prohibits the illegal duplication of software and its related documentation. Employees who violate this policy will be subject to permanent loss of all computer privileges, and other disciplinary action, up to and including termination. Employees should notify their immediate supervisor, center/facility director, the Dean of Administration or the Information Technology Manager or any member of the administration upon learning of violations of this policy.

Abuse of the Internet access provided by Ingram State Technical College that is in violation of law or Ingram State Technical College policies may result in disciplinary action that can include termination of employment. Employees may also be held personally liable for any violations of this policy. The following

behaviors are examples of previously stated or additional actions and activities that are prohibited and can result in disciplinary action.

- Conducting commercial activity or any activity for personal financial or other types of gain.
- Sending or posting discriminatory, harassing, or threatening messages or images.
- Using the organization's time and resources for personal disputes or gain.
- Stealing, using, or disclosing someone else's code or password without authorization of the IT Department.
- Copying or downloading software and electronic files without authorization of the IT Department.
- Sending or posting confidential material, trade secrets, or proprietary information outside of the organization without express authorization in each instance from the IT Department.
- Violating copyright, trademark, or patent law.
- Failing to observe licensing agreements.
- Engaging in unauthorized transactions that may incur a cost to Ingram State Technical College or initiate unwanted Internet services or transmissions.
- Sending or posting messages that defame or slander other individuals.
- Attempting to break into the computer system of another organization or person.
- Refusing to cooperate with a security investigation.
- Sending or posting chain letters.
- Sending or posting solicitations and advertisements not related to Ingram State Technical College business purposes or activities.
- Using the Internet for personal causes, political causes or activities, religious activities, or any sort of gambling.
- Jeopardizing the security of the organization's electronic communications systems.
- Sending or posting messages that disparage another organization's products or services.
- Passing off personal views as representing those of the college.
- Sending anonymous e-mail messages.
- Engaging in any other wrongful, illegal or civilly actionable activities.