



# Walla Walla Community College

Policy: Information Resources Acceptable Use Policy

Adopted: November 2003

## Information Resources Acceptable Use Policy

### **Intent**

It is the policy of Walla Walla Community College (WWCC) to maintain access for its community to local, national, and international sources of information and to provide an atmosphere that encourages access to and sharing of information. It is expected that College information resources will be used by members of the College community with respect for the public trust through which they have been provided and in accordance with policy and regulations established by the College and its operating units. This policy does not prevent operating units from establishing additional procedures consistent with this policy that apply to use of specific information resources.

### **Scope**

In this policy, information resources are defined as those computers, computer software, networks, and electronic messaging systems (e-mail, voice mail, Internet, facsimile and imaging systems) operated by or for the benefit of the students, faculty, and staff of the College. The use of these resources is a privilege, not a right. The user is responsible to use these resources in an efficient, ethical, and legal manner.

All users shall strictly adhere to both the letter and spirit of this policy, which is provided to ensure a predictable, secure information resources environment for all users. Failure to comply with the regulations set forth in this policy may result in loss of information access privileges or other penalties.

### **General Provisions**

1. The use of WWCC information resources shall be solely for facilitating the processing and exchange of information in furtherance of education and research. Use shall be consistent with the mission, policies, and procedures of WWCC.
2. De minimis (infrequent or occasional) use of state information resources resulting in little or no actual cost to the state is allowable, as long as it does not violate any of the provisions of this section. Examples of de minimis use include making brief local telephone calls, occasionally accessing Internet for personal use, or utilizing College e-mail to make appointments or contact other individuals.

3. WWCC information resources shall not be used to transmit any communication in any form (e.g., text, images, sound) where the content and/or meaning of the message or its transmission or distribution would violate any applicable law or regulation.
4. Network users shall promote efficiency in order to minimize network congestion and interference with other network users. Sending inappropriate mail to large distribution lists, downloading large files (e.g., music or video files) or purposely engaging in activities that overload WWCC information resources is forbidden.
5. Users shall respect the rights and property of others and not improperly access or attempt to access, misuse, misappropriate, or violate security of information resources. Specifically, copying of commercial software or installing software not owned by or licensed to WWCC is forbidden.
6. WWCC information resources shall not be used for commercial purposes or private gain. Advertising of commercial offerings is forbidden.
7. This policy also applies to the use of other networks accessed through WWCC computers or networks.
8. Interpretation, application, and modification of this policy shall be within the sole discretion of a designee of the WWCC administration.
9. All WWCC employees shall comply with the WWCC Information Technology (IT) Security Plan.
10. Violation of this policy may result in withdrawal of user privileges, discipline, termination of employment, or expulsion from the College, consistent with WWCC policies and procedures.