

Category**Approval**

Series 700: Personnel

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APPROPRIATE USE OF INFORMATION TECHNOLOGY RESOURCES**MTC 744****POLICIES****Usage Consistent with Law**

Usage of Mitchell Technical College computing resources shall be consistent with local, state, and federal law.

Copyright Law

It is the policy of MTC to respect the ownership of all intellectual material protected by copyright laws.

Users shall not make or use illegal copies of copyrighted materials, store such copies on college systems, or transmit them over college networks.

Systems Security

Compliance with policies that ensure the security and integrity of all campus information systems is mandatory and critical to ensure continuing provision of computer resources to the entire MTC community.

User Accounts

The College owns the computer facilities, resources, accounts, and all data accessible by these accounts. The Office of Technology must approve all access to central computer systems, including the issuing of passwords. Access to administrative systems is limited.

All MTC employees are eligible to receive a computer system account. Employees will not retain access to MTC resources after employment has ended.

Only the Chief Information Officer (CIO) may grant others access to MTC electronic resources and then only in those cases where the activity will significantly benefit the College as a whole.

Users shall not provide false or misleading information to obtain access to computing resources or facilities.

Responsibility for Security of Accounts

An account is given to an individual for the exclusive use by that individual. It is against college policy for a user to give someone his or her password or allow others to use his or her account. However, this is not to preclude others temporarily assisting a user in the performance of his or her college functions (for example faculty helping a student with a computer project; associates showing a new feature of the computer system) while supervised by the user. Users are responsible for all activity on their accounts.

Attempting to discover another user's password or attempts to gain unauthorized access is prohibited. The only exception will be when authorized technology personnel are working on the security of the computer system.

Circumvention of Network Security

Users shall not attempt to circumvent or subvert system or network security measures. Attempts to do so will be considered a violation whether these attempts are successful or unsuccessful.

Confidentiality and Privacy

Usage of MTC's electronic resources should not be considered confidential. Electronic communications may be archived and are subject to review by administration or their designee. MTC does require confidentiality in regard to the public release of certain information under FERPA, HIPAA, and other legal requirements and local policy.

Interception of Network Traffic

Users shall not intercept network traffic for any purpose unless engaged in authorized network administrative duties.

APPROPRIATE AND INAPPROPRIATE USES

Damage or Disruption

Users may not damage computer systems or knowingly cause disruptions in its operations or use. Users shall not use the network to disrupt network users, services or equipment. Disruptions include, but are not limited to, distribution of unapproved advertising, propagation of computer "worms" and viruses, and sustained high volume network traffic that substantially hinders others in their use of the network.

Personal Gain

Users shall not use the computer systems, including printers, for personal gain by performing work for profit with college resources in a manner not authorized by the College.

College Computer Systems

College-owned computing resources are to be used for college activities. College-owned computing resources used for personal use, or use outside of college-sanctioned activities, is prohibited.

Computing systems issued to a faculty or staff member may be recalled by the Office of Technology at any time.

Destruction or removal of operating systems or data contained on the operating system with malicious intent will be viewed as destruction of college property and will be referred to the appropriate administrator or judicial body.

Excessive Use

Users shall refrain from monopolizing systems, overloading networks with excessive data or wasting computer time, connect time, disk space, printer paper, or other resources.

Billable Services

Users shall assume responsibility for any charges associated with billable services unless appropriate authorization has been obtained.

E-MAIL

E-mail is a service provided by the College to users as an aid to communication.

Acceptable Uses of E-mail

E-mail may be used for a wide variety of on- and off-campus communication for college associated activities. Examples include professional communications, notices of college activities, actions and scheduling of college and faculty committees, administration and board activities, announcement of college policies and schedules, and college announcements.

System-Provided Mailing Lists

Only messages relating to college activities should be sent to the system-provided mailing lists, e.g., MTC Faculty, MTC Staff, MTC Employees, MTC Students, etc. Such mailing lists are for notification of college events and communication of official college messages. System-provided mailing lists shall not be used for "classified ads" (e.g., "For Sale," "For Lease," etc.) or "free items" (e.g., free kittens, free books, etc.). Users shall not use the system-provided mailing lists for commercial or partisan political purposes.

User-created Mailing Lists

Users may also create their own mailing lists. When creating and using a mailing list, users shall ensure that everyone on the list agrees to be included on the list and users shall be removed from the list by request.

Unacceptable Uses of E-mail**Prohibited Uses**

E-mail is not to be used for solicitations or contributions for non-college sponsored entities. Furthermore, e-mail is not to be used for the following:

- Commercial ventures
- Personal profit
- Chain letters

- "Pyramid schemes"
- Any activity inconsistent with MTC policies
- Any illegal activity or unlawful purpose

Harassment and Intimidation

Users shall not use e-mail to harass or intimidate another person. (See Mitchell Technical College Policy MTC 115.)

Intellectual Freedom

MTC recognizes the right of all users to use resources of their choosing. Computer resources are available for the interest, information, and enlightenment of the MTC community. Information will not be proscribed, censored, or removed by the College because of partisan or doctrinal disapproval. MTC does provide a content filtering system that prevents the viewing of pornographic material and blocks network connections or applications that are not required for instructional purposes or may cause harm to information technology systems.

Respect for Rights of Others

Computer users at MTC have a responsibility to be aware of materials that may be objectionable to others when using computers in public areas. Monitors and printers in public areas should not be used to display or print materials that might be defined as harassing or disruptive. Users are reminded that any state and federal laws dealing with these or related matters apply to MTC facilities and are encouraged to use good judgment.

ENFORCEMENT AND PENALTIES

Enforcement

The CIO is responsible for administering and enforcing this policy. Questions concerning this policy should be directed in writing to the MTC Office of Technology.

Violations of these policies shall be reported in writing to the CIO. When potential damage to college computing resources or data is immediate, the CIO may suspend the alleged violator's access to such resources immediately. Notice of such suspension shall be communicated to the alleged violator. Ordinarily, the CIO will discuss the alleged violation with parties involved and/or the individual's supervisor, as appropriate. If the problem cannot be resolved, the CIO may refer alleged violations of this policy to the appropriate administrator or judicial body.

If an internet resource accessed using college computing resources, in the opinion of the CIO, violates this Appropriate Use Policy, access to that Web page may be temporarily suspended pending prompt adjudication of the matter as described in the paragraph above.

Penalties

Any violations of the policies included in this document may result in penalties as described below.

Faculty and staff may face review for disciplinary action as described in their respective personnel handbook. These may include, but are not limited to, the suspension of or loss of access to college

computer resources and possible termination of employment by the College. Appeals from penalties assessed under this policy will follow the appropriate grievance procedure as stated in MTC Policy 713.

6/26/17 – Responsible personnel updated to align with MTI's organizational structure. References to student use of technology was removed to limit application of MTI 744 to employees of the Institute. Clarified that use of MTI computers, systems, and accounts for non-Institute activities is prohibited.

5/24/21 – References to computer lab resources and spaces were removed since the College no longer utilizes computer labs.

8/25/25 – Added printers to technology not allowed for personal gain. Replaced job title with Chief Information Officer (CIO) for person responsible for information technology resource usage at MTC.