

USE OF TECHNOLOGY

REASON FOR POLICY

This policy outlines the standards for acceptable use of College computing and information technology resources which include, but are not limited to, equipment, software, networks, data, internet, and telephones provided by Mercer County Community College.

POLICY STATEMENT

- A. The College expects all members of the community to use computing and information technology resources in a responsible manner; demonstrating respect for intellectual property, ownership of information, system security mechanisms and individuals' right to privacy and the freedom from intimidation and harassment.

Preserving the access to information resources is a community effort that requires each member to act responsibly and guard against abuses. Therefore, both the community as a whole and each individual user have an obligation to abide by the following standards of acceptable and ethical use:

- Use only those computing and information technology resources for which you have authorization. User accounts and passwords should not be shared.
- Use computing and information resources only for their intended purposes.
- Protect the access and integrity of computing and technology resources.
- Abide by applicable laws (federal, state and local) and college policies such as those for email, cellular telephones and employee laptop computers, and respect the copyright and intellectual property rights of others.
- Respect the privacy and personal rights of others.

A user of the College's technology resources should not presume privacy. The College reserves the right to examine and limit the use of its computing and information technology resources.

B. Enforcement

The College considers any intentional violation of acceptable use guidelines to be a serious offence that will lead to disciplinary action.

- C. This policy applies to all users of Mercer's computing and information technology resources including faculty, staff, students, and guests utilizing College facilities.

Approved:

Board of Trustees

November 12, 2009