

## SAN JUAN COLLEGE BUSINESS SERVICES PROCEDURES

TOPIC: COMPUTER RESOURCES, ACCEPTABLE USES Related to Board Policy: 801

### General

In general, San Juan College, within the scope of its operations, provides computer resources to authorized users for the purpose of supporting the mission and goals of San Juan College.

### Authorized Users

1. Faculty, staff and enrolled students may be authorized to use College computer resources. Members of the general public may also be authorized to use College computer resources with the prior consent of the College.
2. Each user of any College computer resource, hardware or software agrees with the terms and conditions of this document.

### Monitoring

1. Office of Technology Services (OTS) is tasked with assuring that San Juan College computer resources are used only by authorized users for appropriate purposes and is authorized to observe, log, monitor and track the use of computer resources at San Juan College.
2. In the event that a possible improper activity is discovered, OTS personnel may provide evidence obtained to the College and/or law enforcement personnel. If the activity disclosed is criminal, the College may request that prosecution be undertaken by appropriate authorities. In any event, the individual's right to use the system may be suspended until a determination has been made as to whether or not the use was improper. If improper use occurred, the individual will be notified that their right to access has been terminated.
3. For users who have access to secured information, monitoring may be used to assure that these users are not sharing security measures (passwords, etc.). Users assume full responsibility for all use pursuant to their security levels and recognize that their assigned resources may be suspended or terminated for the improper use of resources by themselves or by someone utilizing their security measure.
4. Each authorized user acknowledges that his/her access to use computer resources is limited. The use of College computer resources for official College business or academic purposes has priority. Individuals discovered to be using College computer resources for purposes outside this priority may be required to terminate that particular use by the College or by Information Technology resource personnel.

### Internet Usage

1. Internet access is provided to facilitate the mission and goals of San Juan College and conduct College business.
2. The following rules apply to use of the Internet:

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- a. Personal use of the Internet is prohibited if personal use interferes or appears to interfere with official College business.
- b. Unless specifically authorized, Internet access may not be used for any business or commercial purpose.
- c. The deliberate receipt or transmission of materials on the Internet in violation of any U.S. law, law of the State of New Mexico, or policy of San Juan College is prohibited.
- d. Internet resources may not be used to transmit or cause to receive any materials that may be judged as objectionable based upon generally applied standards set by the College. Specifically prohibited is the deliberate receipt or transmission of materials which contain gratuitous violence, sexual activity or depictions, or obscene language.
- e. Violation of policies relating to the use of the Internet may subject the user to termination of access and to other disciplinary action.

### Software

1. San Juan College licenses the use of proprietary software from a variety of companies. Unless specifically authorized by the owner of the software, through the licensing agreement, software and/or documentation relating to the use of the software may not be duplicated. Any unauthorized duplication may result in a termination of access, authorization or other disciplinary measures.
2. College employees obtaining software authorization codes acknowledge that they are familiar with licensing agreements on local area networks (LAN) or multiple machines and agree to use the software only in accordance with the same.
3. Employees of San Juan College who learn of the misuse of software or related documentation are encouraged to report this to their supervisor and/or the Chief Information Officer.

### Proprietary Software

1. In recognition of the right of the holder of the patent or copyright in and to proprietary software, no proprietary software may be loaded onto any SJC computer without clear licensing authorization. In the event an employee purchases proprietary software for employee's office/classroom, a copy of the license agreement or other written documentation must be forwarded to Information Technology prior to the installation of the software on the computer system. Information Technology will maintain the license as part of its master library. Any software installed on College equipment becomes the property of San Juan College.
2. In accordance with this license management policy, each authorized user agrees that he or she is transferring all licensing rights in and to any personal software which is loaded onto a San Juan College system. The employee acknowledges that any duplicate installation of software into a home or another office system may be a violation of the licensing agreement and that the employee will be liable for any costs, liabilities associated with the unauthorized installation.
3. If unauthorized software is discovered, the College will, at its option, remove the software or

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require the owner to obtain a multiple use license for the software. The College will, in any event, retain ownership of the proprietary software loaded into its system by its employees.

Violation of the Agreement

Anyone who violates or is suspected of violating this policy may have their privileges suspended or terminated. The Chief Information Officer may also refer the violator or suspected violator to the appropriate Vice President for discipline in accordance with the Faculty, Staff, or Student Handbooks. If the violator or suspected violator is a member of the general public, the violation of this policy may subject them to a civil action to recover any financial losses.

Acknowledgment of Procedure

This document is a statement of San Juan College policy. The College will post this policy in appropriate locations and generally make copies available to everyone who uses or may use College computer resources. All provisions of this policy are implicitly accepted by all users of College information technology resources even if they have not received and/or signed a copy of the document.

In addition, each college employee or student, upon application for authorization to use College information technology resources shall be required to acknowledge the following statement:

I hereby certify that I have received a copy of the San Juan College information technology resources acceptable uses policy and agree to the terms and conditions set forth therein. I understand that any violation of the terms of this procedure may result in suspension or termination of my access privileges, and disciplinary action in accordance with the faculty, staff, or student handbooks. I further understand that the improper use or installation of any proprietary software may result in an assignment of the same to the College. In the event that my conduct exposes to civil liability or monetary loss I acknowledge that I may be required to indemnify the College for the same.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

This form shall be maintained by the Chief Information Officer. A copy of the Agreement will be placed in the employee's permanent file.