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| OGDEN-WEBER TECHNICAL COLLEGE | Number 540.19 | Effective Date 12/18/08 Revised 6/25/14 2/10/22 | Page 1 of 1 |
| POLICY | Approval: President's Cabinet | | |
| Title INFORMATION TECHNOLOGY ACCEPTABLE USE | | | |

1. PURPOSE AND SCOPE

The purpose of the policy is to establish guidelines for the acceptable use of information technology resources to limit liability, protect College networks and systems, and maintain a safe learning and working environment.

2. POLICY

It is the policy of the College that all users of the College's information technology resources abide by the rules and regulations contained in applicable College guidelines, policies, and procedure manuals, as well as the laws of the state of Utah and of the United States of America.

3. REFERENCES

- Ogden-Weber Technical College Corrective Action Policy (#520.29)
- Ogden-Weber Technical College Employee Termination policy (#520.58)

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1. Acceptable Use of Information Technology Systems

- 1.1** By accessing the College's computer resources, all users agree to comply with and shall be subject to this policy and are responsible for maintaining a current understanding of its terms, which the College reserves the right to change without prior notice.
- 1.2** The policy covers the use of all devices connected to College computing systems or networks whether owned by the College or private individuals.
- 1.3** Use of College systems or networks must be in keeping with the mission of the College.
- 1.4** Use of College systems or networks is limited to authorized users.
- 1.5** Incidental and occasional personal use of computing resources is permitted as long as the use does not:
 - 1.5.1** violate applicable law, rules, or policies.
 - 1.5.2** disrupt, distract from, or interfere with the conduct of College business due to nature, volume, or frequency.
- 1.6** Users are responsible for all actions performed from their personal network, internet, email, and other accounts, as well as from personally-owned computers connected to College data networks.
- 1.7** Intellectual property rights, particularly those involving copyrighted material, must be respected.
- 1.8** The use of the College's systems or networks is a privilege that may be revoked at any time.

2. Monitoring Information Technology Usage

- 2.1** The College reserves the right to take appropriate actions reasonably necessary to protect the integrity and security of its systems or networks. This includes the right to log and monitor network traffic and immediately disconnect any computer

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disrupting the College's data network or being used for any activity in violation of this policy.

2.2 Electronic information on College networks or equipment, including but not limited to email, is subject to copy and examination by the College where:

2.2.1 It is necessary to maintain or improve College computing resources.

2.2.2 There is reasonable cause for suspicion of misconduct under College policies or violation of state or federal laws.

3. Violation of Acceptable Use Policy

3.1 The following are examples of actions which are specifically prohibited under this policy (list is not all-inclusive):

3.1.1 Using College systems or data networks for private financial gain in violation of College conflict of interest policies.

3.1.2 Sending unsolicited bulk email (spam) unrelated to the mission of the College or related bulk email without appropriate approval.

3.1.3 Using any private or non-College email service for institutional business.

3.1.4 Unauthorized use of another user's account, including, but not limited to:

3.1.4.1 Monitoring or attempting to monitor another user's communications outside the scope of one's duties.

3.1.4.2 Obtaining or attempting to obtain another user's password without his or her consent.

3.1.4.3 Reading, copying, changing, or deleting or attempting to read, copy, change, or delete another user's files or software without the prior permission of the owner.

3.1.5 Attempts to access restricted portions of College systems and/or networks without authorization or the unauthorized possession of tools, including software, for such a purpose.

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- 3.1.6 Using College systems or networks for any illegal purpose or activity.
- 3.1.7 Placing unlawful information on College systems.
- 3.1.8 Accessing or attempting to access computer systems through the College network, including those external to the College, without authorization of the owner of that system. This includes port scanning, system exploits, or other techniques designed to gain unauthorized access to a system.
- 3.1.9 Using any device or software that interferes with the ability of others to access College networks or systems.
- 3.1.10 Using unauthorized wireless networking devices.
- 3.1.11 Damaging (or attempting to damage) any portion of College systems or networks.
- 3.1.12 Using College systems and networks for any activities thereby depriving other authorized users of access to resources.
- 3.1.13 Introducing computer viruses/worms into College systems, as well as attempts to create or disseminate such programs.
- 3.1.14 Installing and using software which is not in accordance with license agreements.
- 3.1.15 Using the College's official web site or email for partisan political purposes.
- 3.1.16 Using the College's IT storage facilities for non-work related or personal use. This includes, but is not limited to, storage of music, videos, and pictures of a personal nature.
- 3.1.17 Customizing state-owned property deviating from College standards. This includes, but is not limited to, the installation of non-work-related software, invasive operating system changes, and personal customization that interferes with function, security, and/or support of College computing equipment or networks.

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- 3.2** In cases where misconduct is suspected by the IT director, data files may be read, copied, and held confidentially and given to the proper authorities. The IT director has the right to delete any file(s) belonging to employees who are no longer employed by the organization.
- 3.3** Any user who is believed to be in violation of this policy may have access privileges suspended without notice. An investigation and review may result in appropriate disciplinary actions authorized by College policies up to and including termination or expulsion.