



Polk State College Acceptable Use Guideline for Employees

Executive Summary

Computing is an integral part of the academic and business functions of Polk State College. Many College functions that employees encounter in carrying out their job functions and duties will require employees to interact with the computing environments and available resources. The computing resources at Polk State College are the property of Polk State College. Polk State College reserves the right to take all necessary measures, either proactively or in reaction to an event or the possibility of an event, to protect those computing resources.

This document outlines the basic expectations of Polk State College on how each employee will interact with the campus computing systems. All employees are expected to conduct computing needs in a manner that in no way jeopardizes the availability of the campus system or any connected system whether owned by the College or some other entity. Additionally, Polk State College strictly prohibits the use of its computing facilities to engage in, participate in, or be party to any illegal activity. Polk State College will monitor its systems in order to protect against such activity. As Polk State College employees are exposed to and have access to sensitive data resources and information, it is expected that all employees will take every known action to protect the privacy and sensitivity of those resources and information.

Any violation of this guideline will result in corresponding disciplinary action by Polk State College. Employees suspected to be in violation of this guideline will be reported to the appropriate investigative unit, including but not limited to, local law enforcement authorities, College/Campus security, the Office of Human Resources, or the appropriate departmental head.

All Polk State College employees are expected to be familiar with this guideline and agree to adhere to it prior to using any computing related resources. Acceptance will be considered as a condition of employment with Polk State College.

Purpose

The purpose of this guideline is to protect the Technology Services (TS) resources and the data that is contained in or manipulated by those TS resources as used in the daily employment duties of college employees. The equipment, software, and data used by each employee are expensive and vital assets of Polk State College; therefore, it is the duty of every employee to protect these resources. In addition, federal and state statutes protect the privacy of much of the information available on Polk State College systems.

Guideline

It is the guideline of Polk State College that Polk State College computing resources are the property of Polk State College to be used for college-related business. Employees have no expectation of privacy when utilizing college computing resources, even if the use is for personal purposes. The College reserves the right to inspect, without notice, the contents of computer files, regardless of medium, the contents of electronic mailboxes and computer

conferencing systems, systems output, such as printouts, and to monitor network communication when:

1. It is considered reasonably necessary to maintain or protect the integrity, security, or functionality of college or other computer resources or to protect the college from liability.
2. There is reasonable cause to believe that the users have violated this guideline or otherwise misused computing resources.
3. An account appears to be engaged in unusual or unusually excessive activity.
4. It is otherwise required or permitted by law. Additionally, the username and computing services of the individuals involved may be suspended during any investigation of misuse of computing resources.

General Guidelines

All data pertaining to student records, college administration, and research projects; any federal or state information; and any other information not explicitly deemed public shall be considered confidential and will be safeguarded by each employee having access to that data. All employees will adhere to federal and state laws concerning privacy. Official releases of data under the Freedom of Information Act (FOIA), 5 U.S.C. § 552 or Florida Sunshine Law: section 286.011 are to be routed through the appropriate vice-presidential area and/or Human Resources.

All College data, public or private, will be stored in such a manner as to reasonably protect it from loss due to equipment failure, fire, theft, sabotage or human error. The College Data Governance plan establishes data retention periods. Data backup procedures will include remote storage of backup data, written backup and recovery procedures, and periodic verification of storage media.

Any computer tape, disk (hard drive, CD, or floppy) or other storage medium used to store sensitive college data must be totally erased or rendered unreadable before it is discarded or disposed of through property transfer or surplus. Employees should contact Technology Services personnel for assistance if necessary.

All employees will safeguard their computer usernames and passwords. No employee will allow unauthorized persons' access to College data or computing or network resources by sharing his or her username and password. Employees should reference Technology Services documentation on selecting strong passwords, Polk State College Network and Software Usage Guideline, and Polk State College Information Security Guideline.

No employee will knowingly create access into the computing network in such a way as to bypass College security systems. Employees will make reasonable efforts to ensure that no software or hardware under their control allows unauthorized access to College data.

No employee will attempt to use the College network to gain unauthorized access to other computing resources or data, nor will they knowingly attempt to disrupt the operation of any computer system or network.

No employee will knowingly violate software licenses or copyrights during the course of his or her job duties or at any time while using College equipment or software. Employees are responsible for producing proof of license for any software installed on their College-supplied computer.

No employee will use College data, computing resources, or the network for illegal activities or for personal gain.

Polk State College servers and other shared computing resources will also run virus protection software.

All Polk State College employees will do their best to ensure all software or data is virus-free before it is installed or loaded on a College computer system. Any detection of a software virus will be reported immediately to Technology Services.

No employee will use the College electronic mail system to falsify the identity of the source of electronic mail messages; send harassing, obscene or other threatening electronic mail; attempt to read, delete, copy, or modify the electronic mail of others without their authorization; or send, without official College authorization, "for-profit" messages, chain letters, or other unsolicited "junk" mail.

Internet Acceptable Use

Polk State College is committed to using the Internet as a global source of information within its educational programs to provide access to the web to promote educational excellence through communication, resource sharing, innovation, and research. It is Polk State College's intention to provide an Internet environment that is safe and appropriate for the maturity level and needs of the faculty and staff.

Polk State College Internet services are provided for faculty and staff to conduct research and gather information and communicate with others for academic and business purposes. The network and Internet service may not be utilized for recreational purposes, personal, commercial, or other non-academic purposes.

The Internet is a fluid environment where content is continually changing and where the authenticity and validity of information at times can be questionable. Some material on the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people.

It is the responsibility of the individual to use the Internet in a legal, ethical, responsible, and considerate manner.

Internet Unacceptable Use

The use of the Internet is a privilege, not a right, and unacceptable uses may result in restriction/revocation of those access privileges and discipline as outlined below. Unacceptable uses may include, but are not limited to:

- sending, receiving, or displaying offensive messages or pictures
- using obscene language
- harassing, insulting, or attacking others

- violating copyright law
- using another user's password or account
- damaging or altering computers, computer systems, or computer networks
- gaining access or attempting to modify others folders, work, or files
- using the network for non-educational, financial, or commercial purposes
- misrepresenting oneself
- using the school's Internet connection for any illegal or restricted activity
- intentional development or use of invasive software such as "viruses," "worms," and other detrimental activities
- intentionally wasting limited resources
- gaining unauthorized access to restricted resources or organizations
- using e-mail to reveal personal information
- encryption of communications or files to avoid system security review

I have read and understand the Polk State College Acceptable Use Guideline for Employees and agree to abide by it. If I have questions, they will be promptly reported to the Technology Services department. I understand that any violation of this guideline could result in loss of access, personal payment of any fees incurred, and possible prosecution. Any personnel whose conduct violates this guideline will be subject to the Polk State College's disciplinary measures, up to and including termination.