

3354:2-11-03 Acceptable Use Policy for Electronic Communication.**(A) Purpose**

- (1) This policy provides a guide to Lakeland Community College students, employees, and other authorized users in the acceptable use of college electronic communication resources, computers, information systems and networks (electronic resources). These resources are provided in support of the college's mission and administrative activities of the institution.
- (2) The college reserves the right to protect the integrity of its electronic resources systems and facilities (for supporting voice, data, and video communications).

(B) Guiding Principles

- (1) The use of college electronic resources in no way exempts any user from the normal requirement of ethical or legal behavior.
- (2) Each user of college electronic resources is responsible for his/her actions.
- (3) The college cannot insure individuals against the existence or receipt of materials that may be offensive. As such, users of electronic resources are warned that they may come across or be recipients of material they find offensive. Those who use e-mail and/or make information about themselves available on the Internet should be forewarned that the college cannot guarantee them protection against invasions of privacy and other possible dangers that could result from the individual's distribution of personal information.
- (4) The consumption of college electronic resources are only for college-related activities.

(C) Responsibilities

- (1) Users of college electronic resources are responsible for their own actions and are to be respectful of:
 - (a) The privacy of/or other restrictions placed upon data or information stored in or transmitted across computer and network systems even when that data or information is not securely protected;
 - (b) An owner's interest in proprietary software or other assets pertaining to computers or network systems;
 - (c) The finite capacity of computers or network systems by limiting use of computers and network systems so as not to interfere reasonably with the activities of other users.

- (2) Members of the college community also are expected to follow all other policies, procedures or rules established to manage electronic communication systems including those established to control access to, or the use of, computer data, files or other information.
- (3) The college requires individuals to use electronic resources in a responsible manner and will not accept actions which include any of the following:
 - (a) Harass, threaten, or otherwise cause harm to specific individuals;
 - (b) Impede, interfere with, impair or otherwise cause harm to the activities of others;
 - (c) Download or post to college computers, or transport across college networks, material that is illegal, proprietary, in violation of local, state and federal laws and college contracts, or otherwise is damaging to the institution;
 - (d) Harass or threaten classes of individuals.

(D) Administration

- (1) The college reserves the right to examine computer files as necessary to enforce its policies regarding harassment and the safety of individuals; to prevent the posting of proprietary software or electronic copies of electronic texts or images in disregard of copyright restrictions or contractual obligations; to safeguard the integrity of computers, networks and data either at the college or elsewhere. The college may restrict the use of its electronic resources in the event of any violation of college policies, or local, state or federal laws. The college reserves the right to limit access to its networks through college-owned or other computers and to remove or limit access to material posted on college-owned computers.

Replaces: 3354:2-11-03

Effective: 01/15/1998

CERTIFIED ELECTRONICALLY

Certification

03/10/2015

Date

Promulgated Under: 111.15
Statutory Authority: 3354
Rule Amplifies: 3354
Prior Effective Dates: 1/15/1998