QUINSIGAMOND Community College

Information Technology Acceptable Use Policy	
1.0	**Purpose:** To govern the use of college provided technology and information systems and resources for the students, faculty, staff, and visitors in their College related activities. The intent of this policy is not to limit usage, but rather to ensure stability of both the Academic and technology environments.
2.0	**Revision History:** 12/1/2008 (Reviewed by OPC 02.16.2021, Governance Steering Committee on 4.13.2021 and All College Forum 5.4.21. Approved by BOT on 6.16.21)
3.0	**Definitions:** For the purpose of this document the following definitions apply: **1.** Technology Environment includes email capabilities, Internet access, and appropriate data access for on-campus use of the College community. **2.** College Technology and Information Systems include, but are not limited to: computer systems, email, messaging, Internet access, and appropriate data access. **3.** Technology includes but is not limited to; desktop computers, laptops, handheld devices, secondary devices (i.e. – printers, storage drives, etc.), smart phones, internet access, email, any college owned/managed software or services, and telephones.
4.0	**Persons Affected:** This policy applies to all student, faculty, staff, and visitors. Resources provided as part of the College's Technology and Information system, including, but not limited to: computer systems, email, messaging, Internet access, and appropriate data access, and may be used only for College business, and/or for purposes specifically authorized by the College. Any person who uses the College Technology and Information System consents to all of the provisions of this policy and agrees to comply with all of its terms and conditions and with all applicable state, federal, and international laws and regulations.
5.0	**Policy:** **1.** All systems hardware and software are the property of Quinsigamond Community College and subject to audit by the College and the Commonwealth of Massachusetts. **2.** Quinsigamond Community College may, at its own discretion, examine, move, or delete files, including email, for purposes of system maintenance or if the files are determined to be disruptive to the system or its users, intentionally or unintentionally. (see Appendix A) **3.** The school makes no warranties of any kind, whether, expressed or implied, for the services it is providing. **4.** For all users, system and storage limitations can be set as needed by the college. **5.** The College will not be responsible for any damages suffered while on this system. Including loss of personal data due to system outages or irresponsible use. **6.** Quinsigamond Community College is not responsible for offensive material created, obtained or distributed by any user using college technology and information systems. **7.** Copying material bearing copyrights or patents without proper licensing or authority is prohibited except as allowed under the fair use provision of the Copyright Act of 1976, 17 U.S.C. 107, as amended. **8.** Accessing material or data belonging to any QCC technology, information systems, and or user information without proper authority is prohibited. **9.** Using College technology and information systems for political lobbying (see Appendix B) or commercial purposes is prohibited.

	10. To copy or remove software from College systems without prior authorization is prohibited. **11.** Installation or modification of system hardware or software by unauthorized personnel is prohibited. **12.** Use of College technology and information systems that is offensive or harassing is prohibited. (see Appendix C) **13.** Use of College technology and information systems, which violates ANY College policy, is prohibited. **14.** Creating, viewing or transmission of any material that violates any state, federal, or international law is prohibited. **15.** Use of College technology and information systems to gain unauthorized access to any system or data is prohibited.
6.0	**Responsibilities:** **1.** Primary responsibility to enforce this policy, delegated to the President, the Executive Team, and the Executive Director of Technology, or their designee. **2.** Any person who uses the College Technology and Information System consents to all of the provisions of this policy and agrees to comply with all of its terms and conditions and with all applicable state, federal, and international laws and regulations. **3.** The user is solely responsible for all materials viewed, stored, or transmitted from QCC-based Technology. QCC expects, however, that users will comply with all College rules, state, and federal laws related to Internet use. Failure to do so may result in the suspension or revocation of a user's access privileges and disciplinary measures, including the possibility of civil and/or criminal liability. (see Appendix D)
7.0	**Procedures:** n/a
8.0	**Sanctions:** **1.** Any content deemed to violate this or any other College Policy shall be removed, without notice to the author of the content. **2.** The College may limit or remove any technology privilege for any violation of this Policy, at the College's discretion. **3.** QCC shall notify the police or other appropriate authority should a violation of this Policy constitute a violation of the law. **4.** The Policy governs concurrently with all other College Policies. All violations of any College Policy shall apply.

Information Technology Acceptable Use Policy (Appendices)

Appendix A

The President or the Presidents Designee only can authorize who will perform audit and discovery procedures. Occasionally, to preserve system security and stability, it is necessary to perform actions that result in the loss of data or the removal of software. Whenever possible the user will be notified prior to any action taking place. However, if system security or stability is at risk, the action will take place first, and the user will be notified at a suitable time.

Appendix B

Pursuant to Massachusetts Campaign Finance Laws, no governmental resources (including computers, fax machines, modems, printers and/or copy machines) may be used by any person (including a public employee, whether during work hours or otherwise) in order to promote or oppose a political candidate or ballot question or for disseminating materials that advocate a particular vote on a ballot question or a political candidate. Further, in

addition to the prohibition of any type of political fundraising on State property, a public employee is prohibited from soliciting or receiving, directly or indirectly, any contribution for any political purpose.

Appendix C

No member of the community, under any circumstances, may use Quinsigamond Community College's technology or networks to libel, slander, or harass any other person.

The following shall constitute harassment:

(1) Using technology to annoy, harass, terrify, intimidate, threaten, offend or bother another person by conveying obscene language, pictures, or other materials, or threats of bodily harm to the recipient or the recipient's immediate family;

(2) Using technology to contact another person repeatedly with the intent to annoy, harass, or bother, whether or not any actual message is communicated, and/or where no purpose of legitimate communication exists, and where the recipient has expressed a desire for the communication to cease;

(3) Using technology to contact another person repeatedly regarding a matter for which one does not have the legal right to communicate, once the recipient has provided reasonable notice that he or she desire such communication to cease;

(4) Using technology to disrupt or damage the academic research, administrative, or related pursuits of another; and;

(5) Using technology to invade the privacy, academic or otherwise, of another or the threatened invasion of privacy of another.

Appendix D

Any user that violates this policy will be subject to disciplinary action. Further, inappropriate use, whether intentional or not, may result in civil and/or criminal liability, and/or a violation of the Electronic Communications Privacy Act of 1986, the Family Educational Rights and Privacy Act, Massachusetts Wiretap and/or Privacy Laws, defamation, copyright and/or trademark infringement laws and/or sexually harassment and discrimination laws.