

Policy Title: ACCEPTABLE USE OF COMPUTERS AND ELECTRONIC DEVICES

Purpose

The use of the Fox Valley Technical College (FVTC) network, computers, and other electronic devices (e.g. desktop computers, laptops, tablets, cell phones) is a privilege provided by FVTC to support employment consistent with business objectives and to promote the interests of the College.

FVTC information technology resources, including College-owned equipment on and off campus facilities, computers attached to the network, and any associated resource or service are for the use of persons affiliated with the College, including faculty, staff, and students. Information technology resources are provided to further FVTC's mission of providing high-quality education and training that supports student goals, a skilled workforce and the economic vitality of our communities. The use of these resources should be consistent with this mission, this policy, other use and security policies, and other applicable regulations. Computer resources may be used for personal use to the extent that personal usage does not interfere with assigned responsibilities. By using FVTC technology, all individuals, including, but not limited to, employees, students, customers, volunteers, and third parties, unconditionally accept the terms of this policy.

Acceptable use of FVTC information technology resources is based on common sense, decency, ethics, civility, and security applied to the computing environment. Authorized users may expect reasonable privacy with regard to all computer files and email. However, authorized personnel may access College-owned or networked computers, accounts, and data transmissions for maintenance and upgrades and to monitor or troubleshoot networks for related security, network audits, investigations, and/or legal requirements. If there is reasonable suspicion of misuse, accounts and transmissions may be accessed for investigative purposes when authorized by all three of the following positions: the Executive Team member responsible for the unit, the Vice President of Human Resources, and the Vice President for Information Technology Services. Security analysis and maintenance systems whose purpose is to identify unauthorized use of a system may be used to monitor computer use. All data stored on FVTC systems is considered College property and is subject to review.

Any actions that compromise the integrity of the College, data facilities, networks, services, or resources are strictly prohibited. Examples of unacceptable uses include, but are not limited to, the following:

- Using the resources for any purpose that violates federal or state laws.
- Using the resources for commercial, sales, and advertising purposes without proper authorization.
- Using excessive data storage or network bandwidth or transferring unusually large or numerous files or messages.
- Sending or storing harassing, intimidating, or abusive material.

- Misrepresenting your identity or affiliation while using information technology resources.
- Using someone else's identity and password for access to any information technology resources.
- Accessing, sending, or forwarding material that, in FVTC's evaluation, is obscene, defamatory, or constitutes a threat or harassment, including pornographic material.
- Attempting to evade, disable, or "crack" passwords or other security provisions of FVTC systems.
- Reproducing and/or distributing material protected by copyright, trademark, trade secret, or other intellectual property without appropriate authorization.
- Copying, modifying, or deleting files belonging to others or to FVTC without authorization, including altering data, introducing or propagating viruses or worms, or simply damaging files.
- Using the resources for political activities, including organizing or participating in any political meeting, rally, demonstration, soliciting contributions or votes, distributing material, surveying or polling for information connected to a political campaign, completing political surveys or polling information, and any other activities prohibited under the ethics act and/or other state/federal laws.
- Purposefully interfering with or disrupting the proper function of information processing and network services or equipment.
- Use of personal social networking sites to an extent or during time periods that would interfere with professional responsibilities unless associated with professional responsibilities.
- Intercepting or altering transmitted information.
- Providing information about, or lists of students or employees to parties outside of FVTC unless authorized to do so.

This policy extends to networks and information technology resources outside of the College accessed via the Internet. Networks or information technology resource providers outside of the College may, in turn, impose additional conditions of appropriate use, which the user is responsible to observe when using those resources. Certain violations of this acceptable use policy may be reported to external agencies or law enforcement for investigation.

In a case where unacceptable use severely impacts performance or security, in order to sustain reasonable performance and security, Information Technology Services will immediately suspend an individual's access privileges.

Disciplinary Action

Exceptions to this policy must have prior authorization from the President or his/her designee. Any violations of this policy may result in disciplinary action up to and including termination of employment.

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Policy Section: Administration

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