

**Cochise College
Administrative Policy**

Category: Administration

Policy Number: 1011

Title: Internet Services and Electronic Mail

Cochise College recognizes and supports access to the Internet through Cochise Colleges Internet/Instructional Computer Network in achieving the college's mission.

Procedures 1011.1

Acceptable Use

1. Employees are to utilize the College's computers, networks and internet services for school-related purposes and performance of job duties. Incidental personal use of school computers is permitted as long as such use does not interfere with the employee's job duties and performance, with system operations or other system users. "Incidental personal use" is defined as use by an individual employee for occasional personal communications. Employees are reminded that such personal use must comply with this policy and all other applicable policies, procedures and rules.
2. Cochise College provides computers, networks and Internet access to support the educational mission of the school and to enhance the curriculum and learning opportunities for students and school staff.
3. All Cochise College computers remain under the control, custody and supervision of the College. The College reserves the right to monitor all computer and Internet activity by employees and students. Employees and students have no expectation of privacy in their use of the Cochise College computers.
4. Employees are expected to use appropriate judgment and caution in communications concerning students and staff to ensure that personally identifiable information remains confidential.
5. Employees are responsible for their actions and activities involving Cochise College computers, networks and internet services and for their computer files, passwords, and accounts.

Procedure 1011.2

Prohibited Uses

The following prohibited uses are intended to provide general guidelines and examples of prohibited uses for illustrative purposes, but do not attempt to state all required or prohibited activities by users. Employees who have questions regarding whether a particular activity or use is acceptable should seek further guidance from their supervisor.

Violation of any unacceptable use, including but not limited to the examples set forth below, may result in disciplinary action up to and including termination of employment.

General examples of unacceptable uses that are expressly prohibited include but are not limited to the following:

1. Any use for personal or private financial gain, or commercial, advertising or solicitation purposes” or solicitation purposes.
2. Employees shall not use the college’s internet resources to download, for non-instructional uses, entertainment software or games, or play games against opponents over the internet.
3. The use of e-mail or the internet for harassment or other inappropriate behavior regarding race, color, creed religion, sex, ancestry, national origin, age or disability is strictly prohibited.
4. The college’s e-mail or internet resources shall not be used to access, display, archive, store, distribute, edit, or record pornographic or obscene material. The college’s e-mail or internet resources shall not be used to access, display, archive, store, distribute, edit, or record sexually suggestive or explicit material for non-instructional purposes.
5. No employee shall use the college e-mail or internet resources knowingly to download or distribute pirated software or data.
6. No employee shall knowingly distribute viruses or bypass any detection system in place or open or forward any e-mail attachments from unknown sources and/or that may contain viruses.
7. Employees with internet access shall not upload any software licensed to the college or date owned or licensed by the college without explicit written authorization from the Vice President, Information Technology.
8. Use of instant messaging services is permitted only in support of college business.
9. Any use that is illegal or in violation of other school policies including harassing, discriminatory or threatening communications and behavior; violations of copyright laws, etc.
10. The college’s e-mail or internet resources shall not be used for any inappropriate communications with students or minors.
11. Any use as a forum for communicating by e-mail or any other medium with other school users or outside parties to solicit, proselytize, advocate or communicate the

views of an individual or non-school sponsored organization; or to raise funds for any non-school sponsored purpose, whether profit or non-for-profit. No student or employee shall knowingly provide school e-mail addresses to outside parties whose intent is to communicate with school employees, students and/or their families for non-school purposes. Students or employees who are uncertain as to whether particular activities are acceptable should seek further guidance from their supervisor.

12. Any communication that represents personal views as those of the college or that could be misinterpreted as such.
13. Any attempt to delete, erase or otherwise conceal any information stored on a school computer that violates these rules.