

**POLICY:**

The use of computers on campus must be consistent with the mission and goals of Centralia College.

**PROCEDURE:**

*Guidelines for Appropriate Computer Use*

1. Searching public catalogues, databases, and links placed on the College's website.
2. Searching public catalogues, databases, and links of other institutions using the College's home page.
3. Searching the Internet for study, research, and teaching.
4. Downloading legally obtained research onto a removable disk or a printer.
5. Doing assigned Centralia College coursework or performing tasks specifically associated with college employment.

*Inappropriate Use:* Listed below are some examples of activities NOT ALLOWED on computers on the Centralia College campus or facility.

*Prohibited Activities on all college-owned or controlled computers.* The following are examples of inappropriate uses. This list is illustrative and is not exhaustive.

- Hacking or use of protocol analyzers or 'sniffers'.
- Creating, disseminating or executing self-replicating or similar nuisance programs (e.g. virus, Trojan horse), whether or not they are destructive in nature.
- Use of any Centralia College computer not authorized for your use by your supervisor.
- Computer use that violates any municipal, state or federal law, regulation or statute.
- Use of public workstations which violate College Policies, such as destroying files, damaging equipment, removing memory chips, accessing confidential files, entering secured hard disks, changing established formats within computer hard disks.
- Using computers to act abusively towards others or to provoke a violent reaction, such as stalking, acts of bigotry, threats of violence, or other hostile or intimidating "Fighting words." Such words include those terms widely recognized to victimize or stigmatize individuals on the basis of race, ethnicity, religion, sex, sexual orientation, disability, and other protected characteristics.
- Posting of Web page material that violates the College's Student Code of Conduct, Center of Information Service (CIS) policy, and state and federal law. This includes posting information that is slanderous or defamatory in nature or displaying graphically disturbing or sexually harassing images or text on a public computer facility or location that are in view of other individuals.
- The Centralia College internet system shall not be used to transmit, receive, or store in any form data or documents where the content and/ or meaning of the message/ document or its transmission or distribution or display is likely to be deemed obscene, abusive, or highly offensive to anyone.
- Using the college computers for entertainment, except as directed by an instructor.

*Restricted Activities on Library Computers:* Use of library computers is a privilege and not a right. Therefore, use of computers in the library shall be exclusively reserved for uses that directly relate to the mission and values of Centralia College. Failure to do so may result in withdrawal of computer use privileges and removal from the Library. In addition to the previously identified prohibitions, the following activities are prohibited on Library computers.

The following activities are prohibited before 1:00 PM:

- Use of word processing, notepad, spreadsheets, other local workstation applications on research designated machines
- Posting to newsgroups, listserves, other networked activities
- Use of personal CDs or floppy disks except to download files
- Interactive on-line communications: e.g., personal e-mail, chatlines, etc.

In times of heavy use, priority is given to:

- Use of the public catalogue, periodical indices, and other Library Webpage resources.
- Centralia College students
- College class-related research

*Note: Librarians may need to ask users to give up computers to meet these priorities.*

*Use of computers by college faculty, staff members or others.* Centralia College staff members must comply with Washington State Law RCW 42.52 known as the Ethics in Public Service Law. This law requires that all public staff members and state officials be accountable to the people and must consider this public accountability as a particular obligation of their public service using their official powers and duties and the resources of the state only to advance the public interest. This obligation requires that all faculty and staff members of Centralia College may not use state resources, which any computer operated by the college would be considered, for personal benefit or to benefit another person. This restriction does not prohibit the use of public resources to benefit others as part of a College faculty, staff member or officer's official duties.

#### *Consequences of Misuse*

Persons alleged to have violated this policy may be subject to Centralia College's disciplinary procedures and policies, including but not limited to the Student Rights and Responsibilities Code, non-discrimination and sexual harassment policies. For employees of the College, disciplinary action will be taken in accordance with applicable contracts, college policy and state personnel regulations. The College will make every effort, where appropriate, to resolve allegations at an informal level agreeable to all affected parties.

Additionally, users found to have violated this policy or other appropriate college policies, municipal, federal or state laws or regulations may have their computer use privileges withheld, denied or removed, in addition to possible other sanctions such as removal from the library, or suspension or dismissal from the college.

#### *Questions*

Copies of the Student Conduct Code are available from the Student Services Offices. Copies of the Sexual Harassment Policy and Discrimination Complaint Procedures are available from the Human Resources Office and the Student Services Offices. The College reserves the right to pursue civil or criminal action when appropriate.

## **1.070 CONFLICT OF INTEREST - STATE ETHICS LAW**

Campus contact: Appropriate Vice President