

JACKSON STATE COMMUNITY COLLEGE {PRIVATE }  
OFFICE OF INFORMATION TECHNOLOGY

COMPUTER RESOURCES STANDARDS AND PROCEDURES  
Last revised July 1, 1999

Standard: Computer hardware and software resource utilization will be continuously monitored to protect the integrity of information systems at the College.

Procedures:

1. Computer facilities at Jackson State Community College are available to students, faculty, and staff for authorized use in a responsible, ethical and equitable manner. It is important that all users of the computing facilities conduct their computing activities in the manner prescribed by this document since they have access to many valuable and sensitive resources and their computing practices can adversely affect the work of other users. Ethical standards that apply to the use of computer resources are not unique to the computer field, rather they derive directly from the standards of common sense, decency, and courtesy that apply to the use of any public resource.
2. It is the responsibility of the Office of Information Technology personnel to maintain a stable operational environment for all users and to provide security for all programs and files currently residing on available computer systems. Cooperation of all users in the form of ethical and responsible behavior is required at all times so that all may share resources freely and equitably.
3. The following constitutes a code of computing conduct which must be practiced by all computer users when using computing facilities at JSCC. Any violations shall be termed "computer misuse", and the offender shall be referred to the appropriate college supervisor, or in the case of students, to the Vice President of Student Affairs.
  - a. Users are authorized to use the computer facilities for purposes that conform to the goals and objectives of JSCC.
  - b. Users of computing resources are expected to conduct themselves in a manner that does not constitute a danger to any person's health or safety, interfere with, or harass individuals or JSCC activities.
  - c. Users must not misuse, damage, or misappropriate in any manner computing equipment, property, and other facilities and resources.
  - d. Users must utilize only those resources which have been authorized for their use and only for the purpose for which the authorization was granted. The fact that a resource is unprotected does not imply permission for an unauthorized person to use it.
  - e. Users are responsible for their own computer resources; and as such they should take precautions against others obtaining access to their computer resources. This includes managing and controlling the use of individual passwords, operational activities, and resource utilization.
  - f. An individual may not access or copy the programs or data belonging to other individuals or to JSCC without permission. Since most software utilized at JSCC is licensed, the license agreement will be the determining factor as to whether software may be copied or shared on more than one computer.
  - g. A user may not attempt to learn the password of any other user and may not attempt to alter or destroy the files belonging to others.
  - h. A user may not; impersonate another user's account; may not attempt to generate email messages or files appearing to belong to another user; or may not use JSCC computing resources in any manner other than that prescribed by these policies and authorized by an appropriate authority within the College.
  - i. Programs and data files stored at JSCC may not be taken to other sites without proper JSCC authorization.
  - j. An individual may not tamper with or change any switch settings on any computing or data communications device without approval from Office of Information Technology staff.
  - k. Users must not attempt to modify system facilities or subvert the restrictions associated with their computer resource. Users must follow the established procedures for accessing and gaining access to the computing facilities at JSCC.
  - l. A user may not monopolize any available resource to the extent of denying others fair use.
  - m. Any non-productive use of the computer should not impede the use of terminals or Personal Computers by others who have need for more valid use such as class assignments.
  - n. A user may not store games or game-related programs in his account or on a lab Personal Computer unless authorized by appropriate supervisor or in the case of a classroom computer, the chairman of the department.
  - o. Users and non-users must not encourage, collaborate or tolerate the misuse of computer resources or the violations of this Code by any other person. It is JSCC policy that anyone with knowledge of violations or suspected violations of computer security measures or controls report this information to the appropriate JSCC authority.
4. The above code is intended to work to the benefit of all computer users by encouraging responsible conduct and use of computer resources. Disciplinary action for violating this code shall be governed by the applicable Laws of the State of Tennessee and the Policies and Procedures of the Tennessee Board of Regents. The following disciplinary sanctions outline some, but are not limited to, actions that may be taken either singularly or in combination, by JSCC against violators of this code.
  - a. Restitution to reimburse JSCC for damage to or misuse of computing facilities.
  - b. Warning to notify the individual that continuation or repetition of a specified conduct may be cause for other disciplinary action.
  - c. Reprimand in writing indicating further violation may result in more serious penalties.
  - d. Restriction of computing privileges for a specified period of time.
  - e. Probation status, with the associated implications, imposed on the individual.
  - f. Suspension or expulsion of the individual from JSCC.
  - g. Termination of employment of the individual by JSCC.
  - h. Interim or summary suspension until a final determination has been made in regard to the charges made against the individual.
5. In the event that other JSCC regulations or policies are violated, additional penalties or sanctions may be imposed.