

MANUAL OF POLICY

POLICY NUMBER: VII-1 **PAGE** 1 of 3

POLICY TITLE: Use of Computing Resources at Miami Dade College

LEGAL AUTHORITY: THE FAMILY AND EDUCATIONAL PRIVACY ACT OF 1974; COPYRIGHT ACT OF 1974; COMPUTER CRIMES ACT, FLORIDA STATUTES (F.S.) CHAPTER 815; FLORIDA SEXUAL PREDATORS ACT, F.S. CHAPTER 775.21; PUBLIC RECORDS F.S. 119; THE US PATRIOT ACT OF 2001; TECHNOLOGY, EDUCATION, AND COPYRIGHT HARMONIZATION ACT OF 2002 (“TEACH ACT”).

DATE OF LAST REVIEW: 9/29/2005, 6/19/2007, 7/21/2009, 7/19/2011 and 7/16/2013

DATE OF BOARD ACTION: 6/17/1997, 6/28/2002, 9/29/2005 and 6/19/2007

PURPOSE

To inform the College’s students, faculty, staff, retirees, alumni, and guests who have been authorized to use components of the College's Information Systems and Technological Resources ("Computing Resources") (defined below) of their rights and responsibilities as users of those resources (Collectively, this group shall be referred to as “Users”). Unauthorized uses of the College’s Computing Resources are prohibited.

POLICY STATEMENT

The College maintains Computing Resources to support its instructional and administrative functions. Computing Resources include, but are not limited to, mainframe computer systems; personal computers; minicomputers; file servers; printers; workstations; local area networks; the wide area network; Internet access terminals; disks, tapes and other storage media; software; software applications; electronic mail, including attachments to electronic mail messages; voice communications infrastructure; instructional laboratories; and, with regard to the aforementioned, all associated tools, instruments, and facilities.

The College provides access to Computing Resources as a privilege to Users. As with all privileges, the use of the College’s Computing Resources comes with responsibilities. Users may use only the component(s) of the College’s Computing Resources that they have been specifically authorized to use. The College requires that all Users access and utilize the aforementioned services in an ethical and legal manner. Further, Users of the College’ Computing Resources must conduct themselves in a manner that reflects respect for the rights of other Users, that protects the safety and integrity of data, physical facilities, equipment, and all other contractual agreements in effect governing the College’s Computing Resources.

When using the College’s Computing Resources, Users must comply with all applicable federal, state, and local laws, rules, and regulations and all applicable College policies, procedures and rules, including, but not

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limited to, those specifically delineated in Personnel policies and procedures and Student Activities and Services policies and procedures (collectively “Laws”). Incidents of abuse or misuse of the College's Computing Resources by members of the College community will be reported to the appropriate Campus President, Vice Provost, or area head. Users who violate this Policy are subject to penalties up to and including loss of privileges to use the College’s Computing Resources, suspension and/or dismissal. Illegal actions involving the College's Computing Resources may be reported by the appropriate College authority to the appropriate local, state, or federal law enforcement agency for investigation and possible prosecution. In addition, those conducting illegal activities using the College's Computing resources may be subject to remedies sought by third parties whose intellectual property, or other rights, are violated.

Any unauthorized use of materials protected by copyright or other intellectual property rights is prohibited by this Policy and by the Laws.

Any information (email, data files. etc.) stored on Miami Dade College’s Computing Resources is the property of the College, except for information covered by licenses or other intellectual property rights. Therefore Users of the College’s Computing Resources, including but not limited to, electronic and voice systems, should not expect privacy. The College reserves the right to monitor and access its information systems. Further, the College reserves the right to limit, suspend or rescind the access of any user for any reason determined to be in the best interests of the College, including, but not limited to, emergency situations; violations of any applicable law, College policy, or regulation.

Users of the College’s Computing Resources are prohibited from hiding their identities or using someone else’s identity when using any of Computing Resources. Users are also prohibited from providing any passwords, ID’s or other means of access to anyone. Each means of access to a Computing Resource is specific to an individual user and shall not be shared with anyone.

Further guidelines governing the use of the College’s Information Systems and Technological Resources are provided in applicable College Procedures and other related technical manuals. The College’s policies and

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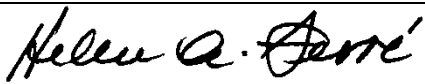
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procedures and the federal and state laws and Florida Statutes referenced in this Policy can be found in the Campus libraries and on the College’s web site.

	7/16/13
CHAIRMAN	DATE