

**BROOKDALE COMMUNITY COLLEGE  
COLLEGE REGULATION  
Proposed Revision March 2009**

2.9000R

**I. Title of Regulation**

Computer Resources, Network and Facilities Use Regulation

**II. Objective of Regulation**

To establish rules, procedures and guidelines for College computer resources, network and facilities use.

**III. Authority**

Board of Trustee Policy 2.9000, Computer Resources, Network and Facilities Use

**IV. Regulation Statement**

In accordance with the Board Policy on Computer Resources, Network and Facilities Use, and the Board Policy on Academic Freedom, the following is to establish appropriate conduct for all users and promote acceptable usage of College computer resources, networks and facilities. This includes the use of social networking sites, blog posting or creation of a blog, and email using a Brookdale e-mail account.

**A. Permitted Use**

The College will not censor or limit access to any information that does not violate federal, state, or local laws. To maintain a workplace sensitive to the diversity of its employees and students while preserving a dynamic and inclusive on-line community that is necessary to the function and purpose of higher education, the authorized and responsible exercise of computer privileges for academic and professional activities is required of all users.

**B. Privacy Issues**

Contents of electronic files will be examined or disclosed only when authorized by the user, approved by designated Brookdale officers (President, Executive Vice Presidents, Vice Presidents) or required by law. The College reserves the right, however, to inspect, copy, store, and disclose the contents of electronic files but will do so only when it believes it is appropriate to prevent or correct unauthorized use, satisfy a legal obligation, or insure appropriate use of College resources.

**C. Intellectual Property and Copyright**

Brookdale Community College requires that all uses of copyrighted materials comply with federal law (Title 17, US Code, Section 107), and the Policies and Regulations of the Board of Trustees. The full text of the federal law (Title 17, US Code, Section 107), including the Fair Use provisions, and guidelines for

determining compliance are available at the Reference Desk in the Library and by hyperlink from the Library's website.

The Executive Director of the Bankier Library is the College's Designated Agent, an appointment required by the Digital Millennium Copyright Act, to accept claims of copyright infringement. Concerns about the use of copyrighted material should be directed to the Executive Director of the Bankier Library and Learning Support Services at The Bankier Library, Brookdale Community College, 765 Newman Springs Road, Lincroft NJ 07735; by phone at 732-224-2217, or by email to [lmw@brookdalecc.edu](mailto:lmw@brookdalecc.edu).

Responsible regard for intellectual property and copyright includes but is not limited to:

1. Citing sources and complying with standards for proper citation when using a portion of another's work. Detailed information on citations standards is available at the Library web site.
2. Obtaining permission from the copyright holder when using all of a work (a full image, a complete poem, a whole song).
3. Obtaining permission from the copyright holder to copy any software that requires purchase. In most cases, software already purchased by a consumer may not be transferred to another's computer without permission of the copyright holder; otherwise, both parties may be liable for copyright infringement.

D. Authorized Use

Use of College computing resources is a privilege and must be treated with the highest standards of ethics and respect for others. Individuals working on the Brookdale campuses and those dialing in from remote locations will be held to an equal standard of conduct for the appropriate use of computer resources. Academic and College business use takes priority over personal use. Authorized users recognize and accept the standard for appropriate use and will confine their activities to the established guidelines, which include but are not limited to:

1. Conducting the business of the institution.
2. Completing an assignment or other body of work directly related to a course or workshop in which the individual is enrolled.
3. Conducting research for educational purposes.
4. Communicating with other users, both within and outside the Brookdale community, in a reasonable manner.
5. Downloading public domain, free, trial or demonstration software, and other files to removable media owned by the individual.
6. Changing the individual's password.

7. Creating and maintaining individual web pages, social networks (i. e. Facebook or MySpace) located on the Brookdale Community College web site, according to the guidelines posted for such publication.
8. Accessing information resources at other institutions in a non-invasive manner.
9. Developing more effective technological skills.
10. Email is provided as a professional resource to assist Brookdale students in attaining their educational goals and Faculty and Staff meet the responsibilities of their job. Incidental personal use is permitted as long as it does not have negative effects on any other email account, jeopardize the email system, compromise fulfillment of educational goals or violate the law or any other provision of the Brookdale Computer and Network Use Policy or of any other policy or guideline of Brookdale. Each user is responsible for using the email system in a professional, ethical, and lawful manner.  
Students and employees are reminded that when he or she blogs or accesses a social networking site with a Brookdale email address, he or she is a representative of the College and must act accordingly.

E. Unauthorized Use

Unauthorized uses include but are not limited to:

1. Using computer resources for personal or financial gain, such as selling access to College computer resources, distributing advertisements, or performing work for personal profit unauthorized by the College.
2. Using computer resources to solicit others for commercial ventures, religious or political causes, or outside organizations.
3. Engaging in activity that might be harmful to system performance or access, such as flooding the system with e-mail traffic or intentionally introducing a virus to the system, or making unauthorized changes to system settings.
4. Using computer resources such as social networks, email or YouTube to harass another person or entity .
5. Attempting to circumvent resource limits or security measures.
6. Engaging in illegal activities, such as attempting to gain unauthorized access to computing resources at another site.
7. Violating license agreements or copyright laws, such as transferring a copyrighted materials to/from a College computer.

8. Allowing unauthorized users to access a Brookdale account, the Internet, or other computer resources.
9. Misusing shared resources, which can include but is not limited to actions such as artificially maintaining a modem connection when not in use, clogging the server with too many files, and excessive printing from shared printers.
10. Violating College policies, regulations, rules, and procedures, such as lab and system regulations, and policies and regulations prohibiting discrimination and sexual harassment.

F. SPAM & Viruses

While incoming email is scanned for viruses and for messages deemed to be 'SPAM', it is impossible to guarantee protection against all SPAM and virus infected messages. It is therefore incumbent on each individual to use proper care and consideration to prevent the spread of viruses. All computers on the Brookdale network must employ a virus scanning tool such as MacAfee or Symantec virus protection program. In many cases viruses appear to be sent from a friend or coworker, therefore attachments should only be opened when the user is sure of the nature of the message. If any doubt exists, the user should contact sender to verify the authenticity of the message and/or the attachment.

G. Activation and Deactivation of Email:

1. Student

Activation - Student accounts are created within a half an hour after a student has applied for the first time in the Colleague system. Students are notified of their Brookdale email address and account username and password by letter as well as an email sent to their personal email address.

Deactivation - Student accounts will remain active for one year following the last active enrollment for any term (including summer). The exact time for deactivation will link to the close of drop/add for the spring or fall term, after which enrollment closes for the primary term session.

2. Faculty Staff

Activation - Faculty/Staff accounts are created when new employees are entered into the HR/Payroll system. Their accounts will be available for use the day after they are entered into HR/Payroll.

Deactivation - Faculty/Staff accounts will be deactivated when they are changed to an "inactive" status in HR/Payroll and have no other place in Colleague (e.g. also not a

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student).

H. Criminal/Illegal Acts

Criminal/Illegal Acts include violations of federal, state, or local laws and regulations such as:

1. Attempting to enter another individual's account.
2. Using another individual's account without permission.
3. Attempting to delete, destroy or modify files on a computer or server that are not in the user's personal drive or folder/directory.
4. Writing or deliberately sending a virus, worm, or Trojan horse, or initiating a denial of service or any other attack within Brookdale or from Brookdale to any other network.
5. Distributing information protected by privacy laws.
6. Making terroristic threats or otherwise threatening the safety or well being of others.

The federal statute on fraud and related activity in connection with computers in U.S. Code Title 18, Section 1030.

Approved: President  
11/14/01  
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