

BROOKDALE COMMUNITY COLLEGE COLLEGE REGULATION

2.9000R Computer Resources, Network and Facilities Use

I. Title of Regulation

Computer Resources, Network and Facilities Use

II. Objective of Regulation

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

III. Authority

President, Board of Trustees

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 policy includes all current technology with an audit of technology recommended every eighteen months (18) to incorporate future technologies.

A. Authorized Use of Computing Resources

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.

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 connecting to the Brookdale network 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 to maintain security.
7. Creating and maintaining individual web pages located on the Brookdale Community College web site, participating in social networks (i.e. Facebook or Twitter), and maintaining content on SharePoint, 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. Using email as a professional resource to assist Brookdale students in attaining their educational goals and faculty and staff in meeting the responsibilities of their jobs.

B. Unauthorized Use of Computing Resources

Brookdale Community College considers any violation of this policy as a serious offense. Violators are subject to College disciplinary action as prescribed in conduct policies, the student handbook, employee handbooks, and other applicable College policies and standards. (See reference list below for access to these handbooks).

Offenders may also be prosecuted under terms described in such laws (but not limited to) as the Computer Fraud and Abuse Act, Family Educational and Privacy Act, Digital Millennium Copyright Act, and applicable federal, state, and local statutes.

Anyone who has a reason to suspect a deliberate or significant breach of established policy or procedure should promptly report it to the appropriate Dean, Director, or other department supervisor, manager, or administrator. Faculty, staff and student inquiries, complaints, violations and/or reports of concealment of violation should be referred to the Director of Student Conduct & Compliance.

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. Further limits may be imposed upon personal use in accordance with procedures as clarified in the State of New Jersey's Uniform Code of Ethics and College handbooks published by the College.
2. Using computer resources to solicit others for commercial ventures, religious or political causes, or outside organizations.
3. Frivolous disruptive or inconsiderate conduct in the computer labs or terminal areas.

4. 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.
5. Using computer resources to participate in social networks, email, YouTube, Portal, or instant messaging with the intent of harassing an individual or entity.
6. Attempting to circumvent resource limits or security measures.
7. Engaging in illegal activities, such as attempting to gain unauthorized access to computing resources at another site.
8. Violating license agreements or copyright laws, such as transferring copyrighted materials to/from a College computer.
9. Allowing unauthorized users to access a Brookdale account, the Internet, or other computer resources. Accounts and passwords may not under any circumstances be shared with or used by persons other than those to whom they have been assigned by the College.
10. 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.
11. Violating College policies, regulations, rules, and procedures, such as lab and system regulations, and policies and regulations prohibiting discrimination and sexual harassment.
12. Using College trademarks and logos without authorization to do so. Affiliation with the College does not, by itself, permit members of the College to use the College's trademarks and logos without prior approval by designated College officials.

C. Penalty of Violation

Alleged violations will be investigated. Students may face charges as outlined in the Student Conduct Code and may face appropriate sanctions as deemed by a Student Conduct Code Board up to and including expulsion.

Brookdale Community College employees found to be in violation could face disciplinary action up to and including termination.

D. Privacy Issues

Contents of electronic files will be examined or disclosed only when authorized by the user, approved by designated Brookdale officers (President and 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 ensure appropriate use of College resources. The College may monitor accounts of users, login sessions and communications without notice, as it reasonably appears necessary to do so to protect the integrity, security, or functionality of the College or other computing resources or to protect the College from liability.

E. 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.

The 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 Director of the Bankier Library, Bankier Library, Brookdale Community College, 765 Newman Springs Road, Lincroft NJ 07738; by phone at 732-224-2217 or by email to Library@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.

F. SPAM and Viruses (Software Compliance and Distribution)

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 the MacAfee virus protection program. In many cases viruses appear to be sent from a friend or co-worker, 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. Email Policy

1. Activation and Deactivation of Email:
 - a. 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.

- b. Student 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.
- c. 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.
- d. Faculty/Staff 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 student).

2. Email Use Policy

- a. 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 of any policy or guideline of Brookdale.
- b. Each user is responsible for using the email system in a professional, ethical, and lawful manner.
- c. Students and employees are reminded that when they blog or access a social networking site with a Brookdale email address, they are representatives of the College and must act accordingly.

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 wellbeing of others.

I. Unattended Minors

- 1. Minors under the age of 18 are not allowed on Brookdale Community College premises unless under the immediate supervision of an adult or for legitimate college business.
- 2. Minors are never to be left unsupervised and are prohibited from being left unattended at all Brookdale locations, including but not limited to buildings, grounds, and parking lots.

3. Parents, guardians, and/or adult registered students are required to accompany minors and will be held responsible for their guests' behavior in accordance with College policies.
4. On an emergency basis only, it is prerogative of faculty to permit minors of enrolled student's admission to regular classes. However, admission of minors to all laboratory settings is prohibited for safety reasons.

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

V. Responsibility for Implementation

President

Approved: 7/2011

Effective: 7/2011

Revision: 4/2013

Approved: President, 1/26/2016

Revised: President, 1/29/2018

APPENDIX

Links to Pertinent College Documents:

[Affirmative Action Policy](#)

[Academic Integrity Code](#)

[Brookdale Community College – Vision, Values, Mission](#)

[College Catalog](#)

[Computer Use, Network and Facilities Policy](#)

[Digital Copyright Act](#)

[FERPA](#)

[Faculty Resource Guide](#)

[Human Resources Code of Ethics](#)

[Sexual Harassment Policy](#)

[Student Conduct Code](#)

[Student Handbook](#)