

Computer Usage

Definition of “computer”: Programmable, usually electronic, device that can store, retrieve, and process data (Webster’s Dictionary).

The district computer-and-network systems are the sole property of MiraCosta Community College District. They may not be used by any person without the proper authorization of the district. The computer and network systems are for district instructional and work-related purposes only.

This procedure applies to all district students, faculty, and staff and to others granted use of district information resources. This procedure refers to all district information resources whether individually controlled or shared, stand alone, or networked. It applies to all computer and computer communication facilities owned, leased, operated, or contracted by the district. This includes personal computers, workstations, servers, and associated peripherals (not restricted to but including printers, copiers, telephones, and projectors), software and information resources, regardless of whether used for administration, research, teaching, or other purposes.

Conditions of Use

Individual units within the district may define additional conditions of use for information resources under their control. These statements must be consistent with this overall procedure but may provide additional detail, guidelines, and/or restrictions.

Legal and Disciplinary Process

This procedure exists within the framework of the district board policy and state and federal laws. A user of district information resources who is found to have violated any of these policies will be subject to disciplinary action up to and including, but not limited to, loss of information resources privileges, disciplinary suspension, or termination from employment or expulsion, and/or civil or criminal legal action.

Copyrights and Licenses

Computer users must respect copyrights and licenses to software and other on-line information.

Copying: Software protected by copyright may not be copied except as expressly permitted by the owner of the copyright or otherwise permitted by copyright law. Protected software may not be copied into, from, or by any district facility or system, except pursuant to a valid license or as otherwise permitted by copyright law.

Number of Simultaneous Users: The number and distribution of copies must be handled in such a way that the number of simultaneous users in a department does not exceed the number of original copies purchased by that department, unless otherwise stipulated in the purchase contract.

Copyrights: In addition to software, all other copyrighted information (text, images, icons, programs, etc.) retrieved from computer or network resources must be used in

other sites connected to those networks will be treated as an abuse of district computing privileges.

Reporting Problems: Any defects discovered in system accounting or system security must be reported promptly to Academic Information Services (AIS) so that steps can be taken to investigate and solve the problem.

Password Protection: A computer user who has been authorized to use a password-protected account may be subject to both civil and criminal liability if the user discloses

- b. Minimal time and duration
 - c. No additional cost to the district
 - d. No financial gain for the user
 - e. Not for business purposes where the business is owned by the employee or the work is done for another business
3. Incidental computer use must not interfere with assigned job responsibilities or be in violation of existing security access policies and procedures.
- C. Commercial Use: Electronic-communication facilities may not be used to transmit commercial or personal advertisements, solicitations, or promotions. Some authorized college groups have been approved by the superintendent/president or designee to sell items and may be used appropriately, according to the stated purpose of the group(s). Users also are reminded that the “.cc” and “.edu” domains on the Internet have rules restricting or prohibiting commercial use, and users may not conduct activities not appropriate within those domains.
- D. Contractors or subcontractors that require access to district data or information systems are required to read, sign, and comply with theu(eq)104 (s)4 (t)2 (oUEt)2 (1)4 (i) 6 (r)

B. Employee Data

1. Employee access to data is based upon job function. Security will be determined by the appropriate manager and granted accordingly by AIS staff.
2. Within the scope of an employee's job function, use of college personnel-directory information does not require prior permission.
3. Within the scope of an employee's job function, employee data may be used in aggregate (not individually identifiable) form without prior permission, as long as the use is in compliance with federal and state privacy laws.
4. Outside the scope of an employee's job function, individually identifiable employee data may only be used with permission of the director of Human Resources or their designee. These uses might include contacting an employee by telephone, mail, or e-mail.
5. Only the vice president of Human Resources is authorized to release employee data. Any request for employee data from law enforcement or other federal, state, or local authority or other agency must be cleared by the vice president of Human Resources or their designee.

C. Business Data

1. Employee access to data is based upon job function. Security will be determined by the appropriate manager and granted accordingly by AIS staff.
2. Within the scope of an employee's job function, business data may be used in aggregate form without prior permission as long as the use is in compliance with federal and state privacy laws.
3. Outside the scope of an employee's job function, specific business data may only be used with permission of the Director of Fiscal Services or their

2. Within the scope of an employee's job function, vendor data, such as vendor proposals, bid specifications, or assessment test data may be

Dissemination and User Acknowledgment

All users shall have access to these procedures and be directed to familiarize themselves with them.

Users shall sign and date the acknowledgment and waiver included in this procedure stating that they have read and understand this procedure and will comply with it. This acknowledgment and waiver shall be in the form as follows: