

PALM BEACH STATE COLLEGE Computer Use Agreement

The purpose of this agreement is to make each individual aware of his or her responsibility with regard to their use of the College's computing resources. The Chief Information Officer, or designee, has the authority to disable logins immediately for non-compliance with this agreement.

1. All usage of the College's computing resources must be consistent with the business of the College:
 - a. Information placed on the system may relate only to charitable, educational, scientific, cultural, social, or economic matters, and be directly related to the instructional/educational responsibilities assigned to the individual.
 - b. Use of the system for any personal profit-oriented, commercial, or business purpose, or any conflict of interest is strictly prohibited.
 - c. Threatening, obscene or slanderous statements are prohibited.
 - d. The Chief Information Officer or designee may delete any information that may violate the College's standards.
 - e. Each person who inputs and retains data is solely responsible for adherence to federal copyright laws and for any threatening, obscene, slanderous, profit-oriented, business or commercial material placed on the system and shall indemnify the College for any damage and/or injury resulting from same.
2. All computer accounts (logins) are for the use of a single individual, the person for whom the account was approved. Sharing or loaning accounts is strictly prohibited. Individuals assigned logins shall not give their password to anyone.
3. Use of these resources to gain unauthorized access to any other account, at this facility or any other facility, is expressly prohibited.
4. These resources may only be used for lawful purposes. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyright material (unless authorized by the copyright holder), threatening or obscene material, or material protected by trade secret or unfair trade practices laws.
5. Use of other organization's networks or computing resources must comply with the rules for that network.
6. The following activities are **prohibited**:
 - a. Storing, posting, or displaying obscene or offensive data.
 - b. Any activities, which adversely affect the reputation or image of Palm Beach State College.
 - c. Transmitting unsolicited material such as repetitive mass e-mailings, chain messages, or advertising for private purposes.
 - d. Attempts to circumvent established security procedures or to obtain access privileges to which a user is not entitled.
 - e. Attempts to modify computer systems or software in any unauthorized manner.
 - f. Unauthorized access, alteration, or destruction of another user's data, programs, or electronic mail.
 - g. Attempts to obtain unauthorized access to either local or remote computer systems or networks.
 - h. Running any server services (i.e. IIS (Internet Information Services), personal web servers, etc.) on College computers is prohibited.

7. Only authorized personnel are permitted to install or delete software on the College's computers. Any exception must be approved by the Chief Information Officer in writing. However, only Palm Beach State College licensed software will be installed.
8. **Federal Law, The Family Education Rights and Privacy Act (FERPA), requires permission of the student prior to the release of any personally identifiable and/or academic information to a third party. By signing this form, you agree to abide by FERPA and the policies of the College relating to student records and information as outlined in the College catalog.**

Electronic Mail Procedures

This document sets forth Palm Beach State College's procedures with regard to access to and the disclosure of electronic mail messages sent or received by individuals with the use of the College's electronic mail system. It also sets forth policies on the proper use of the electronic mail system provided by the College.

Responsibility

It is the individual's responsibility to:

1. Read and abide by the topics set forth in this document.
2. Read and abide by Palm Beach State College District Board of Trustees Board Rule 6Hx-18-4.67, Preservation and Disposal of Electronic Records.

Permissible Use

The College provides electronic mail service for College business purposes. **All electronic messages are the property of the College and therefore are not considered private.** The College will refrain from accessing individuals' electronic mail, unless it has reasonable grounds to do so. Individuals should take steps to assure that College documents that should be available to other employees of the College are so available.

The College provides access to its electronic mail system to external individuals as deemed necessary to conduct College business.

External individuals will only be given access to the College's electronic mail system if they agree to abide by all applicable rules.

Access Violations

It is a violation of the College's procedures for any individual including the system administrator, security administrator, and supervisors, to use the electronic mail and computer systems to obtain access to the files or communications of others for the purposes of satisfying idle curiosity about the affairs of others with no substantial business purpose.

Anyone found to have engaged in such practices will be subjected to disciplinary action, which could result in termination of system access, termination of employment and/or criminal prosecution, if appropriate.

Monitoring of Electronic Mail

All electronic mail messages are the property of the College. As a routine, the College will not monitor electronic mail messages. However, the College reserves the right to access messages under the following circumstances or whenever there are legitimate purposes to do so:

- Upon leaving the employ of the College for any reason, an individual's mail may be accessed for the purpose of saving those messages that pertain to College business. This access will be granted only upon written notification from the leaving person's supervisor to the Chief Information Officer in Information Technology. These files may be transferred to another individual if necessary to conduct College business.
- If required by law to do so.
- In the course of an investigation triggered by indication of impropriety or as necessary to locate substantive information.
- When necessary to investigate a possible violation of a College policy or a breach of the security of the electronic mail system.
- In the event there is a reasonable suspicion that an individual has committed or is committing a crime against the College or for which the College could be held liable.

Disclosure of Mail Accessed by Monitoring.

The contents of electronic mail, properly obtained for legitimate business purposes, may be disclosed within the organization without the permission of the individual. However, any internal disclosure without the consent of the employee who sent the message shall be limited to those employees who have a need for access to the information.

The College will disclose any electronic mail message to law enforcement officials if legally required. The College will give notice of such disclosure to individuals who have sent or received such messages unless the College believes that it may have been a victim of a crime or has a legal obligation not to do so.

Disciplinary Actions.

Anyone found in violation of this agreement will be subjected to disciplinary action that could result in termination of system access, termination of employment and/or criminal prosecution, if appropriate.

Retention of Electronic Mail Messages

- A. Sent Messages Read by All Recipients**
Messages that have been read by all recipients will be deleted (30) days after the date sent.
- B. Sent Messages Unread or Deferred.**
Messages that have not been read by all recipients or have been deferred by at least one recipient, will be deleted (30) days after the date sent.
- C. Unsent Messages.**
Messages that have not been sent will be deleted if they have not been accessed within the last (30) days.
- D. Filed Messages.**
Email messages that have been saved to a workstation in Microsoft Outlook Personal Folders or other folders on the workstation are retained until deleted by the originator.
- E. Permanent Messages.**
Messages that have been created as permanent are retained until deleted by the originator or permanent status is changed by the originator.

I understand and will abide by the terms and conditions for use of the College's computing resources. If the propriety of any situation is unclear, I will ask for clarification from the Chief Information Officer rather than making any assumptions. I understand that Palm Beach State College reserves the right to withdraw my computer resources access privileges for non-compliance of the above provisions.

Individual:

Printed Name: _____

College Office Telephone Number: _____

Campus/Bldg/Room: _____

Department: _____

Signature: _____ Date: _____

NOTE: Your Name, E-Mail ID and Office Telephone Number will be listed on the College Web Page.

Complete this section if you are instructing a class(es) for Palm Beach State College and/or have access to Student Records.

I certify that I have viewed the student records training regarding FERPA at <http://www.palmbeachstate.edu/admissions/ferpa/>, and agree to abide by FERPA and the policies of the College related to student records and information.

Signature

Date