

Klamath Community College

Subject: Information

Policy #: 900.0000

Issue Date: April 24, 2001

Revision Dates:

INFORMATION

900.0000

POLICY

The Board encourages the use of information to support the mission of the College. To this end, it delegates to the administration the authority to ensure that quality information is used by the institution.

PURPOSE

The purpose of these policies are to: Establish policy related to privacy, confidentiality, and security; ensure that information is used for purposes that support the College mission; inform the College community of laws related to information; and, ensure that the College abides by those laws.

IMPLEMENTATION

User Conduct

900.0100

Patrons who use the College's computer resources are to conduct their computing activities in a responsible manner, respecting the rights of other users and the policies of the College. It is important to use resources in an efficient, ethical, and legal manner. The following guidelines address responsibilities of computer users:

- A. Respect the intended purposes of the College's educational computing resources. Use is to be for purposes of or in support of education or other College-related activities. Use shall never violate federal or state laws. College computing resources are not to be used for commercial ventures or for personal financial gain. Use of College computing resources so as to interfere with or disrupt network users, services, or equipment is forbidden. Such interference or disruption includes, but is not limited to: distribution of unsolicited advertising; propagation of computer worms or viruses; and using computer networks to make unauthorized entry to other computational, information, or communications devices or resources.
- B. Respect the integrity of the College's computer systems and computer resources. Each user is to follow published College-approved procedures for system and network access.

Privacy and Security

900.0200

Computer files and electronic messages are private and confidential when using college authorized accounts, unless the user has made the files available to the public. The college will make every effort to safeguard individual privacy.

College employees who have access to private and secure information, whether electronic or hardcopy, shall make sure the information remains private and secure. It is the responsibility of account users to insure that their accounts and passwords remain secure. Providing access to the college's network or database via accounts other than those specifically created for that person whether, intentional or unintentional is grounds for disciplinary action up to and including dismissal.

Archives 900.0300
All records will be maintained in compliance with Oregon Archive laws and destroyed appropriately.

Ownership 900.0400
Any data reports or documents created using college resources are the property of the College.

Compliance with the Law 900.0500
Any college action regarding the use and dissemination of information will be in full compliance with all applicable laws.