

**Manhattan Area Technical College
Institutional Policy and Procedure Manual**

Policy No. 9.1.1

Title: Computer Usage and Ethics Policy	
Originated by: Director of IT	
Signature	Date
Approved by:	
Signature	Date
Reviewed on:	Revised on: August 26, 2011

Policy Statement: Access to Manhattan Area Technical College (MATC) networks, Internet, and computer systems is granted subject to MATC policies and local, state, and federal laws. Appropriate use should always be legal and ethical, reflect academic honesty, and show restraint in consumption of the shared resources.

Rationale: Staff, students, and guests are responsible for maintaining an environment free of malicious, inappropriate, and illegal acts. MATC is not responsible for unacceptable or unethical use of the information technology systems including Internet access, network usage, and electronic mail; however, policies and best practices will be employed to protect the institution, authorized users, and electronic data stored on MATC systems.

Procedure:

1. **Appropriate Use:** Appropriate use of information technology resources includes instruction, independent study, authorized research, and official work of recognized student organizations. Authorized use of MATC-owned or operated computing and network resources should be consistent with the education, research, and mission of MATC. Users are responsible for maintaining an environment that is conducive to learning.
2. **Confidentiality and Privacy:** Authorized access to data or information entails both privilege and responsibility for the user. To the greatest extent possible in a public setting, individual's privacy should be preserved; however, there is no expectation of privacy or confidentiality for data and messages stored on MATC-owned equipment. MATC encourages the appropriate use of electronic mail and respects the privacy of users; nonetheless, electronic mail and data stored on MATC's network and computers may be accessed by the college.
3. The Director of IT will need specific approval from MATC's President and/or Vice₁

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Presidents to access these items. The extent of access will be limited to what is essentially necessary to acquire the information.

4. Prohibited use: Use of MATC network and computer systems is conditioned upon compliance with this and other MATC policies and all applicable local, state, and federal laws. The following list is intended to emphasize the activities that are NOT allowed on MATC computer systems. This list is not exclusive and other items not listed may be included by MATC Administration on a per case basis.
 - a. Using accounts, access codes, privileges or information for which you are not authorized.
 - b. Using the network or other technology resources to harass any other person. Harassment includes the intent to annoy, intimidate, or threaten another person.
 - c. Using the network for financial or commercial gain.
 - d. Accessing, copying, or destroying the data of another user without explicit permission from that individual.
 - e. Creating and/or forwarding chain letters, “spam mail”, or unsolicited advertising.
 - f. Using, creating, or distributing inappropriate language, text, pictures, or other data.
 - g. Disrupting normal network or computer services including unauthorized electronic monitoring of network data or electronic mail and subverting any system’s security measures.
5. In addition, all “peer-to-peer” network programs are NOT allowed to be installed and/or executed over any MATC computer system or network. This includes, but is not limited to, the following: Skype, Napster, LimeWire, IMesh, or any Gnutella client.
6. In cases of doubt, it is the user’s responsibility to inquire about the permissibility of other network uses prior to execution of the use in question. Such questions should be directed to the immediate supervisor, an MATC Administrator, or Director of IT. All decisions about what is considered inappropriate use will be decided upon by MATC Administration.
7. Reporting violations: All users should immediately report any unauthorized or inappropriate use of the MATC technology resources to any faculty or staff member or directly to MATC Administration. Any reported misuse will be immediately investigated and appropriate action will be taken to resolve the issue.
8. Violations: Persons in violation of this policy are subject to the full range of sanctions, including the loss of computer or network privileges, disciplinary action, dismissal from MATC, and legal action. Some violations may constitute a criminal offense as outlined in Kansas statutes and other local, state, or federal laws. MATC will carry out its responsibility to report such violations to the appropriate authorities.