

TITLE: EMPLOYEE ACCEPTABLE USE OF INFORMATION SYSTEMS POLICY

Gogebic Community College defines Information Systems as follows:

- College internet access
- College network access
- Access control and security systems, including campus doors and cameras
- Managed file storage provided by GCC
- All college lab computers and lab equipment
- All loaned or leased computers and computer equipment
- All software provided by GCC
- College e-mail
- All internet-based resources provided by GCC.
- All digital access and materials provided by GCC, including digital course content, recorded videos, and live video classroom and conferencing

It is the policy of Gogebic Community College to maintain access for its community to local, national, and international sources of information, and to provide an atmosphere that encourages access to knowledge and sharing of information. It is also the intent of the college to comply with the individual license agreements which were accepted when the college obtained software or access to information systems.

Access to information systems owned or operated by Gogebic Community College is a privilege, imposes certain responsibilities and obligations, and is granted subject to College Board of Trustees policies, employee handbooks, and local, state, and federal laws. Inappropriate use will result in a cancellation of those privileges, and potential termination. The administration, faculty, and staff of Gogebic Community College may request the system administrators to deny, revoke, or suspend specific user accounts.

All existing regulations are applicable to all users of information systems, computers, and related technologies. This policy is intended to clarify those rules as they apply specifically to information system usage. Acceptable use is always ethical, reflects honesty, and shows restraint in the consumption of shared resources.

Gogebic Community College characterizes as unethical and unacceptable, and just cause for taking disciplinary action, removal of networking privileges, and/or legal action, any activity through which an individual:

- Attempts to steal, vandalize, or tamper with GCC owned computers or technology equipment.
- Uses GCC information systems as a means to bully, tease, slander, harass, stalk, or emotionally harm another human being.
- Uses GCC information systems as a means to use a false identity to communicate with others.

- Shares information resources or access to information systems without permission. This includes sharing of information such as course materials and online lectures on social networking and all other means of sharing.
- Uses GCC information systems as a means to generate profit, political support, or advance a personal agenda that is not part of GCC course curriculum, GCC sponsored activities, GCC operations, or not approved by GCC.
- Uses or knowingly allows another individual to use GCC information systems to devise or execute any non-GCC sanctioned artifice or scheme to defraud or to obtain money, property, services, or other things of value by false pretenses, promises, or representations.
- Transmits any material in violation of U.S. or state regulations. This includes, but is not limited to: copyrighted material; threatening; racist, sexist, pornographic, and obscene material; or information protected by trade secret.
- Seeks to gain or gains unauthorized access to information resources.
- Prevents rightful access to or otherwise interferes with the integrity of GCC information systems and/or information resources.
- Invades the privacy of individuals or entities that are creators, authors, users, or subjects of the information resources.
- Attempts to circumvent or subvert system or network security measures.
- Installs, runs, stores, downloads, or otherwise introduces any unauthorized software on any Gogebic Community College information system or network.
- Engages in any other activity that does not comply with the general principles presented in this document.

Gogebic Community College cannot monitor or control the content of information obtained on the internet and is not responsible for its content. Users should assume that e-mail and other internet-based communication is not secure or confidential. Any and all use of the information obtained via the internet is at your own risk. Gogebic Community College specifically dismisses any responsibility for the accuracy and/or quality of any information obtained through its internet services.

Furthermore, Gogebic Community College information system administrators recommend that all electronic communication and collaboration with employee peers, students, or GCC partners is performed through information systems that are maintained and supported by system administrators and in accordance with existing GCC policies.

All technology equipment taken off campus should be protected by the employee from theft, destruction, security vulnerability, and unauthorized access. All digital content should be stored on GCC provided network storage. Long term off-campus technology needs should be discussed with and approved by GCC information system administrators.

It is the responsibility of every user to protect their user accounts and passwords from unauthorized use. Each user is responsible for activity on their user account or that originate from their system. Users will not lend their user accounts and/or passwords to other users.

Users must acknowledge their understanding of this general policy and guidelines as a condition of receiving an account and using Gogebic Community College information systems to access the internet. In the case of any doubt about the acceptability of any specific use or operation of the Gogebic Community College information systems, contact the system administrator, instructor, or technology team for clarification.

The College considers any violation of acceptable use principles or guidelines to be a serious offense and reserves the right to copy and examine any data resident on College systems allegedly related to unacceptable use. Furthermore, Gogebic Community College employees who violate this policy are subject to disciplinary action as prescribed in the employee handbook, and Board of Trustees Policy.

Offenders also may be prosecuted under laws including (but not limited to) the Privacy Protection Act of 1974, The Computer Fraud and Abuse Act of 1986, The Electronic Communications Privacy Act of 1986, The Computer Virus Eradication Act of 1989, The Digital Millennium Copyright Act of 1998, and the State of Michigan Act 53 of the Public Acts of 1979. Access to information of these laws is provided below.

Legislature References

- [Privacy Act of 1974](#)
- [Computer Fraud and Abuse Act of 1986](#)
- [Electronic Communications Privacy Act of 1986](#)
- [Computer Virus Eradication Act of 1989](#)
- [Digital Millennium Copyright Act of 1998](#)
- [State of Michigan Act 53 of the Public Acts 1979](#)

Date of Adoption: 5/27/08

Revised: 6/10/21