

Computer and E-mail Usage

Computers, computer files, the e-mail system, and software furnished to employees, students, and patrons are the property of North Florida Community College and intended for business use only. Users should not use a password, access a file, or retrieve any stored communication without authorization. To ensure compliance with this policy, computer and e-mail usage may be monitored.

North Florida Community College strives to maintain a workplace free of harassment and sensitive to the diversity of its employees. Therefore, North Florida Community College prohibits the use of computers and the e-mail system in ways that are disruptive, offensive to others, or harmful to morale.

For example, the display or transmission of sexually explicit images and messages is not allowed. Other such misuse includes, but is not limited to, ethnic slurs, racial comments, off-color jokes, or anything that may be construed as harassment or showing disrespect for others.

E-mail may not be used to solicit others for commercial ventures, religious or political causes, outside organizations, or other non-business matters.

Due to the broad open records law in Florida, most written communication to or from College employees is public record, available to the public and the media upon request.

North Florida Community College purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, North Florida Community College does not have the right to reproduce such software for use on more than one computer.

Users may only use software on local area networks or on multiple machines according to the software license agreement. North Florida Community College prohibits the illegal duplication of software and its related documentation.

As a safeguard staff should store all documents, spreadsheets, and other data in their home folder on the "H" drive. This drive is backed up daily and provides safety and security beyond the capabilities of the local "C" drive.

Users should notify their immediate supervisor, and Computer Services or any member of management upon learning of violations of this policy. Users who violate this policy will be subject to disciplinary action, up to and including termination of employment.

Internet Usage

Internet access to global electronic information resources on the World Wide Web is provided by North Florida Community College to assist employees and students in obtaining work-related data and provide access for educational research. The following guidelines have been established to help ensure responsible and productive Internet usage. While Internet usage is intended for official activities, incidental and occasional brief personal use is permitted within reasonable limits.

All Internet data that is composed, transmitted, or received via our computer communications systems is considered to be part of the official records of North Florida Community College and as such is subject to disclosure to law enforcement officials and/or third parties. Consequently, employees, students, and patrons should always ensure that information contained in Internet e-mail messages and other transmissions is accurate, appropriate, ethical, and lawful.

The equipment services, and technology provided to access the Internet remain at all times the property of North Florida Community College. As such, North Florida Community College reserves the right to monitor Internet traffic, and retrieve and read any data composed, sent, or received through our online connections and stored in our computer systems.

Data that is composed, transmitted, accessed, or received via the Internet must not contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any employee or other person. Examples of unacceptable content may include, but are not limited to, sexual comments or images, racial slurs, gender-specific comments, or any other comments or images that could offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, sexual orientation, or any other characteristic protected by law.

The unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the Internet is expressly prohibited. As a general rule, if a user did not create material, does not own the rights to it, or has not gotten authorization for its use, it should not be put on the Internet. Users are also responsible for ensuring that the person sending any material over the Internet has the appropriate distribution rights.

Abuse of the Internet access provided by North Florida Community College in violation of law or North Florida Community College policies will result in disciplinary action, up to and including termination of employment. Users may also be held personally liable for any violations of this policy. The following behaviors are examples of previously stated or additional actions and activities that are prohibited and can result in disciplinary action:

- *Sending or posting discriminatory, harassing, or threatening messages or images
- *Using the organization's time and resources for personal gain
- *Stealing, using, or disclosing someone else's code or password without authorization
- *Copying, pirating, or downloading software and electronic files without permission
- *Sending or posting confidential material, trade secrets, or proprietary information outside of the organization

- *Violating copyright law
- *Failing to observe licensing agreements
- *Engaging in unauthorized transactions that may incur a cost to the organization or initiate unwanted Internet services and transmissions.
- *Sending or posting messages or material that could damage the organization's image or reputation
- *Participating in the viewing or exchange of pornography or obscene materials
- *Sending or posting messages that defame or slander other individuals
- *Attempting to break into the computer system of another organization or person
- *Refusing to cooperate with a security investigation
- *Sending or posting chain letters, solicitations, or advertisements not related to

business

purposes or educational activities

- *Using the Internet for political causes or activities, religious activities, or any sort of gambling
- *Jeopardizing the security of the organization's electronic communications systems
- *Sending or posting messages that disparage another organization's products or

services

- *Passing off personal views as representing those of the organization
- *Engaging in any other illegal activities