

All users of El Camino Community College District (ECC) computing systems must read, understand and comply with the terms outlined in Board Policy 6160. By using any of these systems, users agree that they will comply with this policy. Users understand and agree that ECC's role in managing these systems is only as an information carrier and does not endorse any transmissions by the user.

RIGHTS

These computer systems, facilities and accounts are owned and operated by ECC. These procedures shall not be construed as a waiver of any rights of ECC, nor shall they conflict with applicable law. The District is not responsible for the loss and/or corruption of information that may be stored on ECC's computing systems. The District recognizes the privacy interests of faculty, students and staff and their rights to freedom of speech, collegial consultation and academic freedom as well as their rights to engage in protected union and concerted activity.

AUTHORIZED USE

An authorized ECC agent must approve all access to ECC's computer resources, including issuing of passwords. Users may not, under any circumstances, transfer or confer these privileges to other individuals. The authorized user is responsible for the proper use of the system, including any password protection.

Users are prohibited from sharing their passwords.

CONDITIONS OF USE

- A. The user agrees to maintain an environment conducive to learning. However, users are advised that they may encounter material on the Internet which may be considered offensive or objectionable in nature or content. Users are further advised that ECC does not assume responsibility for the contents of any email or information.
- B. The user agrees that in the unlikely event that someone does transmit, or cause to be transmitted, a message that is inconsistent with an environment conducive to learning or with a misleading origin, the person who performed the transmission will be solely accountable for the message, not ECC which is acting solely as the information carrier.
- C. The user agrees to report any possible security lapse on any system to the Information Technology Systems (ITS) Department. The ITS Department will investigate any reported or discovered security threats.

- D. District information resources must not be used for political activities where prohibited by federal, state or other applicable laws.
- E. Although personal use is not an intended use, the District recognizes that the Network will be used for incidental personal activities provided that such use is within reason and provided that such usage is ordinarily on an employee's own time, is occasional, and does not interfere with or burden the District's operation, and not otherwise contrary to District policies or procedures.
- F. District information resources should not be used for commercial purposes and users may not conduct activities for personal commercial gain.
- G. Creation or transmission of any false statement, which tends to cause injury to one's reputation, is strictly prohibited. Any user creating or transmitting defamatory statements shall have sole liability for any damages resulting from such defamatory statement.

The user agrees never to attempt to transmit, or cause to be transmitted, any message in which the origination is deliberately misleading (except for those outside services which may conceal identities as part of the service).

- H. Creation, transmission or the uploading/ downloading of obscene material is strictly prohibited when using ECC computer systems.
- I. Users may not install executable files on network servers and shall not modify, delete or otherwise alter server files or any data within those files without express authorization to do so.

An individual's computer use privileges may be suspended by the District immediately upon the discovery of a violation of these privileges.

CONFIDENTIALITY

Programs and files are confidential unless they have been made available, with written permission, to other authorized individuals. When performing maintenance, every effort is made to ensure the privacy of the user's files. Violations of confidentiality should be reported to an administrator.

The system has the ability to read your mail, your own account and the system administrator account. All reasonable attempts have been made to ensure the privacy of your accounts and your electronic mail.

ECC retains the right to revoke, amend or change the provisions of this Policy.

Users who do not adhere to this policy may be subject to disciplinary action.

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