Ocean County College, Toms River, NJ

POLICY

Communication technology offers access through computers to people and information resources within the college and outside the college to the entire world. College faculty, staff and students via the Internet have access to electronic mail, college and university libraries, public libraries, information and news media, research institutes, governmental agencies, a variety of public domain software, and discussion groups on a wide variety of topics. Through the Internet, Ocean County College provides a resource for sending and receiving electronic mail worldwide.

Neither the College, nor any office or department thereof, is responsible for:

1.   the content of mail messages that may appear in electronic mailboxes; or

2.   the use of the information acquired through the college's electronic network.

Adopted: January 27, 1997

I. Use of E-Mail at Ocean County College

With communication access provided through college-owned hardware and/or software, the following statements are intended to guide college faculty, staff, and students in the use of the Internet and local Ocean County College e-mail.

1.   Individual Responsibility
     By accessing the College's email system, faculty, staff and students assume personal responsibility for its appropriate use and agree to comply with all applicable College codes of conduct, policies and procedures, as well as all applicable local, state, and federal laws and regulations. The individual is solely responsible for access and use of his or her personal email account and may not share his or her password or account with anyone.

2.   Acceptable Use and Restrictions
     Individuals should not assume that anything received, sent or stored on this system is private. The College generally, and system administrators specifically, will respect the privacy of users. However, these systems are not provided or intended for sending or receiving private or confidential communications. If material is stored electronically rather than in paper files, it must be just as accessible to others who need access to those files as any paper file. In addition, system administrators have access to all email and may monitor them as directed, to ensure efficient performance and appropriate use. If access discloses improper or illegal use, it will be reported and appropriate action taken. Legal processes, including requests for information under the New Jersey Open Public Records Act, may also compel disclosure.

     The College reserves the right to refuse mail and other connections from outside hosts that send unsolicited, pornographic, mass or commercial messages, online purchase transaction acknowledgments or receipts, or messages that appear to contain viruses to the College's users, and to filter, refuse, or discard such messages. These emails can also be used to ensure adherence to all other procedures in this document.

     Ocean County College strives to block offensive, indecent, and objectionable email.

     The College's email system is provided to support the College's mission. Using the system for private business, personal gain, non-profit activities, advertising and fundraising not related to the College is prohibited. Excessive personal use with family and friends is also prohibited. Supplying an email address to vendors for things such as online purchases, financial transactions, and contests is strictly prohibited. Misuse can lead to penalties up to and including loss of system access, disciplinary action, or employment termination. Misuse would include, but not be limited to the following:

     a.   Emailing, uploading, publishing, distributing, disseminating, transmitting or otherwise making available any content that is unlawful, harmful, threatening, abusive, harassing, defamatory, vulgar, obscene, libelous, hateful, or invasive of another's privacy.

     b.   Emailing, uploading, publishing, distributing, disseminating, transmitting or otherwise making available any topic, name, material or information that incites discrimination, hate, or violence towards one person or a group because of their belonging to a race, a religion, or a nation, or that insults the victims of crimes against humanity by contesting the existence of those crimes.

      c. Uploading files that knowingly contain viruses, trojan horses, worms, time bombs, corrupted files, or any other similar software or programs that may damage the operation or hardware of any or all systems.

Ocean County College supports free speech and academic freedom rights in electronic forms of communication, and individuals receive these rights as in other forms of communication. However, responsibilities are different because of the nature of the medium. Electronic messages may be accessible to unintended audiences. The College will not impose restraints or monitor content of communications except as required by applicable law and system administration requirements.

Email, like other user files, is kept as private as possible. Attempts to read another person's email will be treated with the utmost seriousness. The College and its administrators of central email system will not read mail unless necessary in the course of their duties. Also, there may be inadvertent inspection in the ordinary course of managing and maintaining the computer network and in carrying out other day-to-day activities.

An individual may not impersonate any person or entity, including, but not limited to, an Ocean County College employee, or falsely state or otherwise misrepresent any affiliation with a person or entity.

An individual has full responsibility for statements made via email. Such statements do not represent the opinions of the College or any other member of the College community.

Individuals should strongly discourage friends, family, associates, etc., from sending email that is not business related. This is especially true of email containing large attachments that are considered inspirational, educational, humorous, etc. These are usually of the file types such as JPG, WMV, MPG, AVI, MP3, etc. These files are usually not business related and tend to be very large, consuming large amounts of system resources while degrading system performance.

Email with unknown file types should not be opened, as these attachments could contain viruses, worms, Trojan horses, etc. These emails should be deleted immediately and then deleted from the "Deleted Items" folder.

Individuals may not conduct contests, pyramid schemes, advance chain letters or unsolicited email, send junk email, forge headers, manipulate identifiers to disguise the origin of any Content, or use the system in anyway for the purposes of spamming.

Actions that threaten the integrity of any system or its contents, the function of resources accessed through the system, the privacy or safety of anyone, or that are illegal, are strictly forbidden and could be subject to severe disciplinary action by the College and possibly local, state, and federal officials.

3.   Privileges
      The use of the Internet and e-mail systems is a privilege, not a right, and inappropriate use will result in a cancellation of that privilege.

4.   Security
      Security on any computer system is a high priority. Faculty, staff, or students who become aware of a security problem should notify the appropriate administrator at once.   The user must not demonstrate the problem to other users. Faculty, staff, and students may not use another individual's account without written permission from that person.

5. Updating and Storage
    <u>Updating</u>
    a. The Office of Information Technology will occasionally require new registration and account information to continue the service. Users must notify the Office of Information Technology of any changes in the account.
    b. The Office of Information Technology will on a regular basis require all passwords to expire. New passwords must be reentered by each user as required.

    <u>Storage</u>
The College's email system is comprised of both hardware and software. The system thereby has limitations based upon the design of the system. For this reason the following procedures are necessary to ensure system degradation does not occur:

a. Storage limits – Since the system has a finite of amount of space available for storage, it is essential that employee mailboxes have a size restriction. Based upon the College's current system, all users will be given a mailbox of 300 MB in size to store emails. Individuals will receive a warning email from the system should a mailbox reach 250 MB. At this point, the individual will need to delete unneeded emails. If a mailbox should reach 275 MB in size, the individual will only be able to send emails and not receive them. The individual will receive a warning message should a mailbox reach this size. If an individual allows an account to reach the 300 MB maximum size limit then emails will no longer be sent or received. Again, the individual will receive a warning message from the system should a mailbox reach this size. It is important that the individual maintain the mailbox on a regular basis by deleting email that is no longer needed.

b. The college reserves the right to choose the email application that it will support. The college will be responsible for informing and training employees in any replacement system(s) it selects in a timely and thorough manner.

Finally, the College reserves the right to update these procedures at any time. Failure to comply with the terms and conditions of these procedures may lead to disciplinary action, including termination.

II. Use of the Internet at Ocean County College

With communication access provided through College-owned hardware and software, the following statements are intended to guide College faculty, staff, and students in the use of the Internet.

1. Acceptable Use and Restrictions
    Use of a computer to access the Internet must be in support of educational or research activities and be related to official Ocean County College business. This applies to College-owned computers as well as computers you may personally own and bring onto the College or by accessing the College's network remotely. Use of another organization's network or computing resources via the Internet must comply with rules appropriate to both that network and the procedures set forth in this document.

Ocean County College does not actively monitor everyone's Internet use. However, it does retain the right to monitor any system or any employee's use of that system for legitimate business reasons. These include, but are not limited to, the following:

- Ensuring effective and/or secure operation
- Keeping records of transactions the College is involved in
- Verifying employee compliance with laws or policies and procedures
- Detecting or preventing crime
- Ensuring that unnecessary business and/or security risks are not undertaken through misuse
- The New Jersey Open Public Records Act

Restrictions - Users must not:

a. Transmit and/or knowingly receive and misuse any material in violation of any Federal, State, or local laws. This includes, but is not limited to; confidential information, software or music piracy, hacking into unauthorized systems, intentional introduction of viruses or spyware onto the network, copyrighted material, patented information, threatening or obscene material, or material protected by trade secret.
b. Use College computing systems for personal, commercial or political purposes.
c. Monopolize systems in a shared resource environment, overload networks with excessive data, waste computer time, connect time, disk space, printer paper, manuals, or other college resources.
d. Expand access to the network with the addition of personally owned switches, hubs, access points, or other types of network hardware and/or software.
e. Utilize hardware and/or software designed to illegally capture network data.

2. Privileges

The use of the Internet is a privilege, not a right, and inappropriate use can result in a cancellation of that privilege, disciplinary action, or dismissal.

3. Network Etiquette and Privacy

Users are expected to abide by the generally accepted rules of network etiquette. These rules include, but are not limited to, the following:

a. All users should be polite. They should never send, or encourage others to send, intentionally abusive messages.
b. All users should use appropriate language. Faculty, staff, and students of Ocean County College are representatives of the College. What is said and done on the Internet can be viewed globally.
c. Electronic mail is considered to be private information belonging only to the sender and those designated to receive the message. (See above, I, 2, e.)

4. Security

Security on any computer system is a high priority. Faculty, staff, or students who become aware of a security problem should notify the appropriate administrator at once. The user must not demonstrate the problem to other users.

5. Updating

a. The Office of Information Technology may occasionally require new registration and account information to continue the service. Users must notify the Office of Information Technology of any changes in the account.

b. The Office of Information Technology may on a regular basis require all passwords to expire. New passwords must be reentered by each user as required.

Adopted: February 3, 1997
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