POLICY	370.0
Acceptable Use of Information Technologies	Page 1 of 2
DEPARTMENT Administrative Services	INITIAL DATE OF POLICY: 2/97
RELATED SUBJECT(S) Standards of Ethical Conduct/Conflict of Interest Policy	THIS PAGE WAS LAST REVISED ON: 12/01/08
DEPARTMENT CONTACT Vice President of Administrative Services	WAC/RCW 42.52.900, 42.22, 42.52
APPLIES TO Students and All Employees	

POLICY

PURPOSE

Bellingham Technical College provides a variety of computing, networking and information systems for the use of students, faculty, and staff in support of the mission of the College, research, academic development, professional growth in technology, information gathering and communication. Interaction with high technology tools of learning will furnish a graduate with many of the job readiness and learning skills required by our evolving business and education community. This network offers vast, diverse and unique resources. All students, faculty and staff are responsible for ensuring that these computing facilities are used in an effective, ethical and lawful manner.

This document establishes rules and prohibitions that define acceptable use of these systems. Unacceptable use is prohibited and is grounds for loss of computing privileges, as well as discipline or legal sanctions under Federal, State, local and College laws, policies and regulations.

GENERAL POLICIES AND GUIDELINES

Bellingham Technical College adopts the "NorthWestNet Acceptable Use Policy" (Appendix A) and the "Acceptable Use Policy of the Community and Technical College Network (CTCNet)" (Appendix B). This policy is also governed by Bellingham Technical College's "Standards of Ethical Conduct/Conflict of Interest Policy" in accordance with the State Ethics Law, RCW 42.52.900.

RIGHTS AND RESPONSIBILITIES

Computers and networks can provide access to resources on and off campus, as well as the ability to communicate with other users worldwide. Such open access is a privilege and requires that individual users act responsibly. Users must respect the rights of other users, respect the integrity of the systems and related physical resources and observe all relevant laws, regulations, and contractual obligations.

College information technologies are not intended for personal use and shall be used for College related activities carried out in a professional and ethical manner in the normal course of business.

System administrators may access user files as required to protect the integrity of computer systems. For example, following organizational guidelines, system administrators may provide access to examine files or accounts that are suspected of unauthorized use or misuse, or that have been corrupted or damaged. Also, files may be subject to search under court order.

EXAMPLES OF RESPONSIBILITIES include, but are not limited to:

- Maintaining an environment in which access to all of the computing resources are shared equitably among users.
- Maintaining an environment conducive to learning.

- Maintaining an environment free of illegal or malicious acts.
- Maintaining a secure environment.

EXAMPLES OF MISUSE which are prohibited include, but are not limited to:

- Use that interferes with job responsibilities or assigned course work.
- Using the Internet/World Wide Web for personal reasons (except de minimis use as defined in Policy 369.0).
- Any attempt to damage computer equipment or software.
- Displaying on screens, printing out or downloading material which may be offensive to others or likely to be deemed obscene or abusive.
- Any attempt to alter software configurations.
- Use of the computer network for commercial, business, for-profit purposes, product advertisement or political lobbying.
- Hate mail, harassment, discriminatory remarks and other antisocial behaviors.
- Using the campus network to gain unauthorized access to any computer system.
- Knowingly performing an act which will interfere with the normal operation of computers, terminals, peripherals, or networks.
- Use of the network to access files dangerous to the integrity of the network or to place excessive load on the network.
- Accessing Chat rooms that do not relate to work or education.
- Use of College e-mail address for personal e-mail (except de minimis use as defined in Policy 369.0).
- Installation of any software for use on computers.
- Personal computing equipment (except portable storage devices) are not to be connected to BTC IT systems with the exception of BTC's public wireless network.

PROCEDURES: Users must comply with the procedures in this document as well as any additional ones established by other areas and instructional programs within Bellingham Technical College.

EXCEPTIONS: Approval for exceptions to this policy for students needs to be coordinated through the student's instructor and approved by the Director of Computer and Information Support Services. Approval for exceptions to this policy for faculty and staff needs to be coordinated through your supervisor and the Director of Computer and Information Support Services.

EXHIBITS: Appendix A
           Appendix B

Appendix A

NorthWestNet Acceptable Use Policy for Research & Education

NorthWestNet is a regional data communications network serving a consortium of universities, colleges, industrial research groups, libraries, hospitals, government agencies, primary and secondary schools and school districts, and commercial enterprises in the northwestern United States.

NorthWestNet is wholly owned, managed, and operated by the Northwest Academic Computing Consortium, Inc. (NWACC).

NorthWestNet embraces the mission to promote research, education, and economic development by providing access to network communications, computing, and electronic information systems and services. This document describes certain research and education uses which are consistent with the objectives of NorthWestNet, but does not exhaustively enumerate all such possible acceptable uses. Membership in NorthWestNet conveys the right to access NorthWestNet facilities and network services for research and educational purposes. A companion document, "NorthWestNet Acceptable Use Policy for Commercial Enterprise," describes access and usage policies for business enterprise.

Some Acceptable Uses of NorthWestNet Facilities Include:

1. All use of NorthWestNet network services and facilities shall be consistent with the mission of NorthWestNet and NWACC. All use shall be intended to facilitate the exchange of information, intellectual property, and services to promote research, education, and technology diffusion, and otherwise be consistent with the broad objectives of NorthWestNet.
2. Use of NorthWestNet facilities and services for research, education, instruction, and as a vehicle for scholarly communications by member institutions through the provision of a high-speed data communications and computing, and electronic information resources and services is encouraged.
3. Use as a means for members to access remote computing and information resources for the purpose of research, education, or instruction is encouraged. Notable examples of such resources are the NSF supercomputing centers.
4. Use necessary to support other acceptable uses is itself acceptable. For example, administrative communications which are part of the support infrastructure needed for research, education, instruction, and development are acceptable.
5. Use required by agreements with NSF, a primary funding agency for NorthWestNet, is acceptable.
6. Use by member institutions as a laboratory for research and experimentation in computer communications is permitted where such use does not interfere with production usage. However, any experimental use requiring modification to router software or protocol layers below ISO layer 4 requires prior review and approval from the Director of Technical Services.

Some Unacceptable Uses:

1. Use of NorthWestNet facilities and network services for any illegal purpose, or to achieve unauthorized access to systems, software, or data is prohibited.
2. NorthWestNet shall not be used to transmit any communication where the meaning of the message, or its transmission or distribution, is intended to be highly abusive to the recipient or recipients thereof.
3. NorthWestNet is a production communications network on which many users depend. Users of NorthWestNet network services and facilities should promote efficient use of the networks and thereby attempt to minimize and, if possible, avoid unnecessary network traffic which might interfere or otherwise impact negatively with the work of other users of NorthWestNet or connected networks. Uses that significantly interfere with the ability of others to make effective use of the network or which disrupt NorthWestNet or any connected networks, systems, services, or equipment are prohibited.
4. Use for business or commercial enterprise is prohibited under this policy. However, access to NorthWestNet facilities and network services for commercial use is available as a value-added service to NorthWestNet member organizations for an additional service fee.

Interpretation, application, and modification of this Acceptable Use Policy shall be within the sole discretion of NorthWestNet and NWACC. Questions about any issue related to this Policy should be directed to NorthWestNet by member organizations when an issue first arises.

NorthWestNet and NWACC make no warranty of any kind, expressed or implied, regarding Internet resources or services, or the contents of resources or electronic messages over the Internet, nor shall NorthWestNet or NWACC be liable in any event for incidental or consequential damages, direct or indirect, resulting from the use of either NorthWestNet or the resources and services available through NorthWestNet Internet facilities or network services.

Version 3.1
February 12, 1993

Appendix B

Community and Technical College Network (CTCNet)
Acceptable Use Policy

This policy applies to employees working for the Community and Technical Colleges, the State Board for the Community and Technical Colleges (SBCTC), and the Communications Technology Center (CTC).

CTCNet shall be the name of the regional Internet connecting all of Washington State's Community and Technical Colleges, State Board for Community and Technical Colleges (SBCTC) and the Communications Technology Center (CTC). Colleges using CTCNet will directly benefit if services and facilities are used in ways which build overall system efficiencies, maximize accessibility of the Internet and eliminate inappropriate traffic over the interconnected networks. As such, the following Acceptable Use Policy is in effect:

Use of CTCNet shall be solely for the purpose of facilitating the exchange of information in furtherance of education and research, and otherwise be consistent with the purposes and objectives of the State of Washington Community and Technical Colleges, the State Board for Community and Technical Colleges, and the CTC.

CTCNet shall not be used to transmit any communication in any form (e.g. text, images, sound) where the content and/or meaning of the message or its transmission or distribution would violate any applicable law or regulation.

CTCNet shall be used solely for business related activities carried out in a professional and ethical manner in the normal course of business and shall not be used for personal reasons to transmit any communication in any form.

Users of CTCNet shall promote efficient use of the public networks to minimize, and avoid if possible, creating congestion within or upon the networks thereby interfering with the work of other users of the networks. Further, users of CTCNet services shall respect the rights and property of all others and shall not improperly access, misappropriate or misuse the information/files of other users.

CTCNet shall not be used for commercial purposes. Advertising of commercial offerings is forbidden. When using CTCNet for accessing sources beyond the CTCNet itself, users shall apply the CTCNet Acceptable Use Policy while navigating through and making use of those networks.

With advice/recommendations from the Internet Information Group (IIG) and the Standing Advisory Committee (SAC), the CTC is responsible for the modification and distribution of this Acceptable Use Policy.

Withdrawal of use privileges because of violations of this policy is the responsibility of the College or other agency which authorized that individual's use of CTCNet and could result in discipline and/or termination of employment.

This CTCNet Acceptable Use Policy is recommended and adopted as follows:

Approved by CTC Executive Committee - 10/24/96
Approved by CTC Board of Directors - 10/25/96