

-10: Acceptable Use of Information Technology

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I. PURPOSE

The computing and electronic communications resources at Fort Lewis College (FLC) support the instructional, research, and administrative activities of the College. Users of these facilities may have access to College resources, sensitive data, and external networks. Consequently, it is imperative for all users to behave in a responsible, ethical, and legal manner. This policy presents specific guidelines to appropriate behavior and use of FLC computing resources which are designed to contribute to the security and stability of the network. From a physical perspective, this policy applies to all computing equipment owned, leased or rented by Fort Lewis College.

II. AUTHORITY

This policy was reviewed and approved by the President's Cabinet.

III. SCOPE

These guidelines apply to all students, faculty, visiting faculty, staff, guests, and external individuals or organizations that use computing and electronic communications resources, and computing equipment owned, leased or rented by Fort Lewis College. Computing equipment includes, but not limited to, LC c

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The following actá

q. Encroaching on other's use of shared computing resources. Such encroachment shall include, but is not limited to, creating a disturbance, displaying offensive material on shared equipment, or otherwise interfering with others' use of shared computing resources.

r. Pointing a non-fortlewis.edu domain to

iii. Destruction and disposal of information and devices:

A. Disposing of Confidential or Internal Use Only information on paper or other physical media in such a manner as to ensure that it cannot be retrieved and recovered by unauthorized persons. Confidential or Internal Use Only documents must not be placed in recycling bins. Paper shredders are highly recommended.

B. Taking care to ensure that Confidential or Internal Use Only data is rendered unreadable when disposing of computers or removable media.

2. Electronic Communications and Data

a. The College does not routinely intercept or monitor electronic mail, other electronic communications, or other data stored in electronic format. Capture and/or "reading" of electronic communications and/or other data stored in electronic format by technical staff or others is expressly prohibited, except under the following circumstances:

- i. To resolve technical or delivery problems.
- ii. To prevent illegal, unauthorized, or inappropriate use.
- iii. To meet externally imposed legal requirements.
- iv. In the course of an investigation triggered by indications of misconduct.
- v. To protect health and safety.
- vi. To prevent interference with the mission of the College.
- vii. To locate information required for College business that is not more readily available elsewhere.

b. However, employees should not have an expectation of privacy in anything that they create, send, or receive on the College e-mail, network, Internet or computer systems. Such systems are provided to facilitate College business and all transactions and data on the systems are consider to be business related. In accordance with the Colorado Open Records Act (CORA) (CRS 24-72-201 et seq.) all information and e-mail correspondence on state employees' computers are public records, open for public inspection by any person at reasonable times (unless a specific CORA exception applies).

c. You agree that electronic mail, other electronic communications, or other data stored in electronic format on College business or with the use of on state aint s

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1. Malicious, destructive or illegal conduct or failure to comply with this policy may result in disconnection from the network, loss of lab privileges, legal action, or other disciplinary action, subject to normal College procedures as described in the appropriate student, faculty or employee handbooks and documents. Illegal activities may be reported to the appropriate civil authorities for prosecution. The College will fully comply with the authorities to provide any information necessary