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Policy establishes guidelines for responsible use by everyone that utilizes Technology resources. This includes hardware, software, network access – both wired and wireless, data security, access, and record retention as needed by all staff/faculty and students.



Users shall not engage in unlawful uses of the technology system resources of ChSCC. Unlawful activities are in violation of this guideline and may subject persons engaging in these activities to civil and/or criminal penalties.

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All access to the College’s computer systems must be approved. For access go to the Technology web site and click on the appropriate “green help box.”



No circumvention of any network limitation is permitted. This means no “outside” device, unless approved by Network Services, is allowed to be attached, wired or wireless, or to interfere with, any part of the ChSCC network.

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Users are responsible for maintaining the security of their own information technology systems and resources, including accounts and passwords.

Users shall respect the privacy of other users, and specifically shall not read, delete, copy or modify another user’s data, information, files, email or programs without the other user’s permission.

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All data must have appropriate security controls in place. Data custodians must provide authorization before access is given. PCI and FERPA data have specific controls necessary for use of the data.