

**TECHNOLOGY POLICY****Technology Policy**

Fulton-Montgomery Community College provides technology and related services, including but not limited to equipment, software, and networks for primary purpose of supporting College operations such as teaching, learning, research and administration. The use of technology and information resources is governed by all applicable College faculty, staff, and student policies as well as applicable federal, state, and local laws and statutes. Individual users who fail to adhere to appropriate policies and guidelines may be subject to suspension of computing privileges and/or other campus sanctions as determined by College Administration.

**Guidelines**

Users are expected to abide by the generally accepted standards of behavior and of network & social media etiquette and bear responsibility for the material they chose to access, send or display. The following guidelines are designed to assist and ensure compliance with campus use parameters. Guidelines include, but are not limited to, the following:

- Civility – The campus civility statement encourages an atmosphere of mutual respect and support. Therefore, users should:
  - Be polite and use appropriate language in communications with others.
  - Do not use the network in such a way that you would deliberately disrupt the use of the network by other users.
- Legality – Campus technology may not be used in any manner which contravenes the campus policies, laws or statutes. Therefore:
  - Illegal activities are strictly forbidden.
  - Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material\*, threatening or obscene material, or material protected by trade secret.
  - Use for product advertisement personal or political lobbying is also prohibited. The President of the College and the Chief Advancement Officer are permitted to lobby on behalf of the College utilizing College resources.
- Privacy – All users should respect the privacy of others using campus resources & technology. Therefore:
  - Do not reveal your own or anyone else's personal information when using online or networked resources.

- Electronic communications are not guaranteed to be private. Please remember that all college computer systems, network and resources are the responsibility of the IT Department and therefore can be accessed by IT personnel as needed and according to campus policy and procedures.
- Campus credentials - i.e. username, password, access tokens, access cards or similar methods used to access campus computer resources - are unique for each individual and should be treated as private and non-transferable.

Specifically, the following restrictions apply and users may not:

- Obstruct other people's work by consuming unnecessarily large amounts of system resources or by deliberately crashing any computer system or make any attempt to cause degradation of system performance.
- Make any attempt to damage computer equipment or software.
- Make any attempt to alter software configurations without proper authorization.
- Make any attempt to violate the security of the campus computer systems.
- Use any campus workstation for any illegal or criminal purpose.
- Violate copyright laws\* or software licensing agreements in their use of campus technology.
- Copy, store, post, distribute, install or execute any unauthorized software on campus technology resources in violation of copyright or other US laws.
- Share their campus credentials or utilize another's.
- Use college technology for commercial, business purposes or personal profit without authorization from the college for such use.

Violations of any of the above may result in loss of access or other campus sanctions. Unlawful activities will be dealt with in a serious and appropriate manner.

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