

They may not be used by any person without the proper authorization of the District. The Computer and Network systems are for District instructional and

### **Conditions of Use**

Individual units within the District may define additional conditions of use for information resources under their control. These statements must be consistent with this overall procedure but may provide additional detail, guidelines or restrictions.

### **Legal Process**

This procedure exists within the framework of the District Board Policy and state and federal laws. A user of District information resources who is found to have violated any of these policies will be subject to disciplinary action up to and including but not limited to loss of information resources privileges; disciplinary suspension or termination from employment or expulsion; and/or civil or criminal legal action.

### **Copyrights and Licenses**

Computer users must respect copyrights and licenses to software and other on-line information.

**Copying** – Software protected by copyright may not be copied except as expressly permitted by the owner of the copyright or otherwise permitted by copyright law. Protected software may not be copied into, from, or by any District facility or system, except pursuant to a valid license or as otherwise permitted by copyright law.

**Number of Simultaneous Users** – The number and distribution of copies must be handled in such way that the number of simultaneous users in a department does not

exceed the number of original copies purchased by that department, unless otherwise stipulated in the purchase contract.

**Copyrights** – In addition to software, all other copyrighted information (text, images, icons, programs, etc.) retrieved from computer or network resources must be used in conformance with applicable copyright and other law. Copied material must be properly attributed. Plagiarism of computer information is prohibited in the same way that plagiarism or any other protected work is prohibited.

**Integrity of Information Resources**

Computer users must respect the integrity of computer-



use the District's email system to engage in protected concerted activity during non-work time.

**Commercial Use** - District information resources should not be used for commercial purposes. Users also are reminded that the ".cc" and ".edu" domains on the Internet have rules restricting or prohibiting commercial use, and users may not conduct activities not authorized within those domains.

**Nondiscrimination**

All users have the right to be free from any conduct connected with the use of Imperial Community College District network and computer resources which discriminates against any person on the basis of an ethnic group identification, gender, gender identity, gender expression, genetic information, pregnancy, race, color, national origin, religion, age, sex, physical disability, mental disability, ancestry, sexual orientation, language, accent, citizenship status, transgender status, parental status, marital status,

### **Dissemination and User Acknowledgment**

All users shall be provided copies of these procedures and be directed to familiarize themselves with them.

A “pop-up” screen addressing the e-mail portions of these procedures shall be installed on all e-mail systems. The “pop-up” screen shall appear prior to accessing the e-mail network. Users shall sign and date the acknowledgement and waiver included in this procedure stating that they have read and understand this procedure, and will comply with it. This acknowledgement and waiver shall be in the form as follows:

#### Computer and Network Use Agreement (Sample Language)

I have received and read a copy of the District Computer and Network Use Procedures and this Agreement dated, \_\_\_\_\_, and recognize and understand the guidelines. I agree to abide by the standards set in the Procedures for the duration of my employment and/or enrollment. I am aware that violations of this Computer and Network Usage Procedure may subject me to disciplinary action, including but not limited to revocation of my network account up to and including prosecution for violation of State and/or Federal law.

See BP 3720

See AP 3410