

2.21 Computers and Acceptable Use - Personnel

Chapter Two: Personnel

Procedure Title: Computers and Acceptable Use ? Personnel

Based On: [Board Policy 3](#)

Procedure Number: 2.21

Date Adopted/Revised: June 25, 2001; November 21, 2006; May 15, 2007; July 20, 2016

South Arkansas Community College provides computer technology, including Internet access, for educational purposes and to facilitate other activities necessary for the efficient operation of the institution.

- The College intends that this technology will be used in a manner which:
 - Is conducive to learning
 - Is free of illegal acts
 - Shows respect for the rights and dignity of others
- The intent of this policy is to define broad categories of use which are not acceptable, not to provide an exhaustive list of inappropriate or unacceptable uses. Based on the guidelines in this policy, South Arkansas Community College officials may at any time make determinations that specific uses are or are not appropriate or acceptable.
- It is not acceptable to use the College's computer equipment or facilities to:
 - transmit or receive materials for any illegal purpose or act;
 - transmit or receive harassing, indecent, obscene, discriminatory, or fraudulent materials or messages;
 - transmit or receive any materials in violation of either state or federal laws (e.g., copyright laws);
 - send fraudulent or forged email messages using the account of another person;
 - use the account or password assigned to another person to gain access to College equipment, College files, or the College network;
 - damage, destroy, interfere with, or disrupt the operation of, College owned and

operated programs and equipment;

- to use technology for any partisan political purposes; and/or
 - to use technology or any commercial pursuits or activities.
- The use of South Arkansas Community College computer technology is a privilege extended to all users, including faculty, staff, administrators, and students. Inappropriate or unacceptable use of this technology may result in loss of this privilege.
 - College agents may monitor information on the College computer network or on individual computers or computer systems, but complaints of possible inappropriate or unacceptable use will be investigated.
 - Complaints regarding violations of acceptable use policy should be addressed to the Chief Information Officer.
 - In investigating such complaints, the Chief Information Officer will consult with appropriate College officials.
 - Following the investigation of a complaint, the Chief Information Officer will inform the complainant of the result of the investigation and explain what action, if any, was taken by the College.
 - In resolving complaints of unacceptable use, the College may invoke sanctions against the offender that range from verbal warnings to expulsion for students or dismissal/termination for employees, depending on the circumstances of the incident.
 - South Arkansas Community College makes absolutely no warranties of any kind, either express or implied, for the services it provides.
 - The College will not be responsible for any damages suffered by users. This includes, but is not limited to, any loss of data which results from delays, non-deliveries, missed-deliveries, or service interruptions caused by either its own negligence or by user errors and/or omissions.

- Any and all use of any of the information obtained via the Internet is at the user's own risk. South Arkansas Community College specifically denies any responsibility for the accuracy and/or quality of any information obtained through its Internet services.
- The user agrees to indemnify and hold harmless South Arkansas Community College, the College Board of Trustees, individual trustees, agents, and employees of the College from and against any claim, lawsuit, cause of action, damage judgment, loss, expense, or liability resulting from any claim, including reasonable attorneys' fees, arising out of or related to the use of the College's hardware, software, and network facilities. This indemnity will include, without limitation, those claims based on trademark or service mark infringement, trade name infringement, copyright infringement, defamation, unlawful discrimination or harassment, rights of publicity, and invasion of privacy.