

# Procedure 2-3-a: Individual Responsibilities

## For Computing Resources

San Jacinto College is committed to providing an educational and work climate that is conducive to the personal and professional development of each individual. It is expected that all members of the college community will use these resources and facilities in accordance with laws and college rules.

Failure to fulfill these responsibilities may lead to the cancellation of your computer account(s), other disciplinary action by the college, and/or referral to legal and law enforcement agencies. Individuals using the college's computing resources or facilities have the following responsibilities:

- Use college computing resources and facilities (mainframe computers, computer workstations, computer networks, hardware, software, and computer accounts) responsibly respecting the rights of other computer users and complying with laws, license agreements, and contracts.
- Use communal resources with respect for others. Disruptive mailings and print jobs, tying up work stations and other disproportionate use of computing facilities prevent others from using these resources.
- Use of college computing accounts should be limited to the intended purpose. Use of college-owned computers (offices and computer labs) shall be limited to college-related business or incidental personal use. The San Jacinto College District has determined that employees may use computing resources for personal reasons as long as that use does not result in additional costs or damage to the college and generally does not hinder the day-to-day operation of college offices and facilities. Use of e-mail to solicit sales or conduct business, setting up a web page to advertise or sell a service all constitute commercial use and are prohibited. In addition, use of computing resources for commercial, religious or political purposes or personal gain is prohibited.
- Protect your password and use of your account. Do not let others use your account or password. Confidential information contained on various computers should not be shared with others except when that person is authorized to know such information.
- Report improper use of computing resources and facilities. Improper use of computing resources and facilities as defined in San Jacinto College District Computing Security Rules may include:

### Breach of Security

- unauthorized access to computing resources
- release of password or other confidential information on computer security

### Harmful Access

- creating a computer malfunction or interruption of operation
- alteration, damage, or destruction of data injection of a computer virus

### Invasion of Privacy

- Reading files without authorization
- Comply with requests about computing from the area supervisor or designee.
- Report any incidents of harassment using college computing resources and facilities. It may be harassment if
  - the behavior is unwelcome; and
  - the behavior interferes with your ability, or the ability of others to work or study; and
  - the behavior creates an intimidating, hostile or offensive environment.
- Respect the forum (talk groups, bulletin boards, public computing facilities) when communicating ideas to others via college computing facilities and resources (includes access to the Internet). All communications should reflect high ethical standards and mutual respect and civility.

Faculty, staff, and students should be aware that any form of harassment and any form of illegal discrimination against any individual is inconsistent with the values and ideals of the college community. Additional information on harassment and discrimination is available in the respective sections of the Policy Manual of the San Jacinto College District.

Report any violations to the area supervisor OR campus Technology Learning Center Coordinator.

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