

Policy No.: 5093

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Use of Computing, Network and Communications Resources Policy

Hagerstown Community College will provide access to students, faculty, staff, and others by special arrangement and ensure that College computing, network and communication resources are used appropriately in the conduct of College-related business and activities. The College encourages users to utilize available technologies to explore educational topics, conduct research, and contact others in the context of their professional duties.

All users are expected to utilize these resources in a responsible, respectable and ethical manner. Use is governed by all federal, state, and local laws and any related College policies, guidelines and procedures.

Any unauthorized, deliberate action, which damages or disrupts a computing system or network, alters its normal performance, or causes it to malfunction, is not permitted. Maintenance of computer and network systems by anyone other than authorized Information Technology staff is prohibited.

Computer resources are the property of the College. All files and electronic communications created or stored on equipment or media covered under this policy are the property of the College. As a general practice, the administration does not review information stored on College systems and networks for the purpose of inspecting the work of individual employees. However, for appropriate operational, investigative, or legal reasons the administration reserves the authority to access information on its systems with or without an employee's consent or prior knowledge. Except in emergencies, College access to ~~information-PII, or protected personal information without the consent of the employee~~ requires the approval of the Executive Director of Human Resources and the employee's area Associate Dean, Dean, Vice President or President. In emergency situations, approval is required by the President or the Vice President of Administration and Finance in the President's absence.

The College reserves the right to monitor, audit, and review files, directories, Internet logs and communications to maintain system integrity and to ensure that employees are using the College systems in accordance with policies and procedures and applicable federal and state laws.

HCC will establish formal ~~procedures and guidelines~~ policies and procedures to ensure that only authorized users access information systems. The proper management and use of computing, network and communications resources are basic requirements for protecting HCC information assets. These procedures and subsequent procedures/standards/controls will cover the entire "lifecycle" of user access; including, initial account provisioning to revocation.

Hagerstown Community College considers any violation of this policy and related procedures to be a serious offense. Failure to abide by this policy and related procedures and guidelines may result in temporary or permanent denial of access to HCC computing systems. Inappropriate use may warrant disciplinary action up to and including termination