



# Management Information Systems

## Acceptable Usage Policy

### SECTION I. PURPOSE

A. To remain competitive and better serve our students and to provide our users with the best tools to do their jobs, American Samoa Community College, *herewith referred to as "ASCC"*, makes available to our students, employees and other approved stakeholders, *herewith referred to as "users"*, access to one or more forms of technology equipment and services, including desktop and laptop computers, printers, projectors, storage, e-mail, telephones, smart phones, cellular phones, Ipads, fax machines, smart boards, video teleconference units, phone conference units, wired and wireless services, and Internet services.

B. ASCC encourages the use of this technology and associated services, but all users should remember that technology equipment and services provided by ASCC are property of ASCC, and their purpose is to facilitate and support the mission of ASCC. All users have the responsibility to use these resources in a professional, ethical, and lawful manner.

C. To ensure that all Users are responsible, the following guidelines have been established for the use of ASCC technology services.

### SECTION II. PROHIBITED COMMUNICATIONS

Technology equipment cannot be used for knowingly transmitting, retrieving, or storing any communication that is:

1. Discriminatory or harassing;
2. Derogatory to any individual or group;
3. Obscene, sexually explicit or pornographic;
4. Defamatory or threatening;
5. In violation of any license governing the use of software; or
6. Engaged in for any purpose that is illegal or contrary to ASCC policy or education interests.

### SECTION III. PERSONAL USE

ASCC provides information technology resources at great expense for the purpose of supporting its mission. It is expected that usage will be primarily educational in nature in support of this mission. All applicable laws and policies relating to the ethical use of public resources apply to College information technologies as well. Under no condition should the use of College resources be for private business purposes and under no circumstances may individuals use technology resources for commercial purposes without prior written authorization. This includes activities such as the use of College email or web sites for marketing a home business, hosting a commercial home page, or providing friends who are not members of the ASCC community with access to institutional equipment and services. Users may not run private servers or bulletin board systems for non-College purposes through College networks or provide such connectivity to others. Political campaigning may not be engaged in using ASCC's technology services.

### SECTION IV. ACCESS TO USER COMMUNICATIONS

A. Generally, electronic information created and/or communicated by a User using e-mail, word processing, utility programs, spreadsheets, voicemail, telephones, Internet and bulletin board system access, and similar technology equipment is not reviewed by ASCC. However, ASCC does routinely gather logs for most electronic activities or monitor User communications directly for troubleshooting, service optimization and maintenance purposes.

B. ASCC reserves the right, at its discretion, to review any User's electronic files and messages to the extent necessary to ensure technology equipment and services are being used in compliance with the law, this policy and other company policies.

C. Users should not assume electronic communications are completely private. Accordingly, if they have sensitive information to transmit, they should use other means.

#### **SECTION V. SOFTWARE**

To prevent computer viruses from being transmitted through ASCC's network system, unauthorized downloading of any unauthorized software is strictly prohibited. Only software registered through *ASCC MIS Department* may be downloaded or used. Users should contact the MIS Department if they have any questions.

#### **SECTION VI. SECURITY/APPROPRIATE USE**

A. Users must respect the confidentiality of other individuals' electronic communications. Except in cases in which explicit authorization has been granted by ASCC, users are prohibited from engaging in, or attempting to engage in:

1. Monitoring or intercepting the files or electronic communications of other Users or third parties;
2. Hacking or obtaining access to systems or accounts they are not authorized to use;
3. Using other people's log-ins or passwords; and
4. Breaching, testing, or monitoring computer or network security measures.

B. No e-mail or other electronic communications can be sent that attempt to hide the identity of the sender or represent the sender as someone else.

C. Technology equipment and services should not be used in a manner that is likely to cause network congestion or significantly hamper the ability of other people to access and use the system.

D. Anyone obtaining electronic access to other institutions' or individuals' materials must respect all copyrights and cannot copy, retrieve, modify or forward copyrighted materials except as permitted by the copyright owner.

#### **SECTION VII. VIOLATIONS**

Any User who abuses the privilege of their access to ASCC technology services in violation of this policy will be subject to corrective action, including possible termination of employment, legal action, criminal liability, or at minimum suspension and/or revocation of technology service privileges.

#### **SECTION VIII. ASCC USER AGREEMENT ON USE OF E-MAIL AND THE INTERNET**

I have read, understand, and agree to comply with the foregoing policies, rules, and conditions governing the use of ASCC technology services. I understand that this policy can be amended at any time.

\_\_\_\_\_  
*Printed Name*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature*