

COLUMBUS STATE COMMUNITY COLLEGE
POLICY & PROCEDURES MANUAL

RESPONSIBLE ACQUISITION AND USE OF COMPUTING
RESOURCES

Effective December 15, 2021

Procedure 15-01 (D)

Page 1 of 4

- (1) Information Technology (IT) manages College computing resources. Requests to add, alter, disable or remove software, hardware, computing equipment, security controls, wiring or networking hardware must be made to IT.
- (2) College-issued accounts shall be used by their assigned owner only. Account passwords may not be shared with or used by any person other than their assigned owner. Users are required to immediately report suspected or compromised accounts to the IT Support Center.
- (3) The College reserves the right to audit computing resources on a periodic basis to ensure compliance with Columbus State policies. Authorized IT staff may manage, monitor, inspect and/or examine any College-owned or operated computing resources, files or information contained therein at any time. Users should not expect privacy when utilizing College computing resources.
- (4) The College reserves the right to limit or restrict personal use of computing resources.
- (5) The ability to access computing resources does not imply authorization to do so. Users are responsible for obtaining all necessary authorizations before accessing computing resources.
- (6) Individuals authorized to sign contracts or agreements for College-approved software and technology services include the President, Cabinet members and administrators who directly report to Cabinet members. See College Policy 9-03 for additional information.
- (7) DEFINITIONS
 - (a) College-Approved Software and Technology Services – software (proprietary and open source) and technology services approved by the Vice President of IT or designee.
 - (b) Electronic Communication –the transfer of a sign, signal, writing, image, sound, datum or intelligence of any nature that is transmitted in whole or in part by a wire, radio, electromagnetic, photoelectronic or photo-optical system. Electronic communication includes, but is not limited to, email, internet services, chat, social media, web pages and system computer use.
 - (c) Externally Hosted – occurs when some or all components of a service are provided and managed by third parties. This also is known as cloud computing.

COLUMBUS STATE COMMUNITY COLLEGE
POLICY & PROCEDURES MANUAL

RESPONSIBLE ACQUISITION AND USE OF COMPUTING
RESOURCES

Effective December 15, 2021

Procedure 15-01 (D)
Page 2 of 4

- (d) Instructional Technology – specific technology that deals with the theory and practice of design, development, utilization, management and evaluation of processes and resources for learning. Instructional technology includes, but is not limited to, Learning Management Systems (LMS), grading and attendance systems, academic software, document cameras, desktop computers and laptop computers.
 - (e) Internally Hosted – on-campus computing resources and services that are provided and managed by the College.
- (8) All employees must use College computing resources in a responsible manner including:
- (a) Compliance with all applicable College policies, procedures and information security standards.
 - (b) Compliance with all federal, state and local laws and regulations.
 - (c) Compliance with all laws, rules and policies of other states, countries and networks as applicable when users engage in electronic communications with persons in other states, countries or on other systems or networks.
 - (d) Using only College-approved software and technology services.
 - (e) Adhering to all pertinent licenses, contractual agreements and copyrights.
 - (f) Using authorized computing resources in a manner consistent with the terms under which access was granted.
 - (g) Using College computing resources for personal, non-commercial use is permitted provided that such use:
 - (i) does not affect productivity, quality or service to students and other College users,
 - (ii) does not interfere with the performance of the authorized user’s job or other College responsibilities,
 - (iii) does not directly or indirectly interfere with the College’s operation of computing and network capacity,
 - (iv) does not interfere with other authorized users’ access to or use of College computing resources and

COLUMBUS STATE COMMUNITY COLLEGE
POLICY & PROCEDURES MANUAL

RESPONSIBLE ACQUISITION AND USE OF COMPUTING
RESOURCES

Effective December 15, 2021

Procedure 15-01 (D)
Page 3 of 4

- (v) does not violate federal, state or local laws and College policy.

Users who choose to store or transmit personal information on a College computing resource do so at their own risk. Columbus State is not responsible for any loss of information or any consequential loss of personal property.

- (h) Respecting the privacy of other users and their accounts, regardless of whether those accounts are securely protected.
- (i) Respecting the capacity of College computing resources and limiting use so user productivity, quality and service are not affected. The College may require users to limit or refrain from specific uses in accordance with this principle or for other reasons.
- (j) Being vigilant in watching for, preventing and reporting malware.
- (k) Immediately reporting the suspected loss, theft or damage of a computing resource to the Police Department, their immediate supervisor and to the IT Support Center.
- (l) Immediately reporting any misuse of computing resource, including the misuse of credentials, to the IT Support Center.

(9) PROHIBITIONS

- (a) Stating or implying that you speak on behalf of the College and/or from using College trademarks and logos without authorization.
- (b) Using or introducing software or hardware designed to disrupt the security of Columbus State computing resources.
- (c) Engaging in activities designed to view and/or collect College network traffic.
- (d) Maliciously running scanning applications or attempting to compromise or exploit a computing resource on the Internet and/or the campus network.
- (e) Using College computing resources for commercial or non-commercial gain in connection with non-Columbus State consulting, business or employment.
- (f) Concealing one's identity when using computing resources, except when the option of anonymous access is explicitly authorized.

COLUMBUS STATE COMMUNITY COLLEGE
POLICY & PROCEDURES MANUAL

RESPONSIBLE ACQUISITION AND USE OF COMPUTING
RESOURCES

Effective December 15, 2021

Procedure 15-01 (D)

Page 4 of 4

- (g) Masquerading as or impersonating others or otherwise using a false identity, except when authorized by IT for the sole purpose of providing technical assistance.
- (10) Users who violate this procedure may be denied access to College computing resources and be subject to other penalties and disciplinary action, both within and outside of the College.
- (11) The loss or theft of a computing resource due to negligence or the willful damage of a computing resource by students may include sanctions up to and including expulsion. The loss, damage and/or theft of a computing resource due to negligence, malfeasance, misfeasance or the willful damage of a computing resource by employees may include disciplinary action up to and including termination.
- (12) The College may seek legal redress including, but not limited to, restitution for liability, loss, damage, theft, malfeasance, misfeasance, restitution or penalties from any party to the extent permitted by law.
- (13) In furtherance of this commitment to responsible use, all employees must participate in required training.
- (14) The following Columbus State policies provide advice and guidance related to this procedure:
 - (a) [College Policy 7-05, Student Records](#)
 - (b) [College Policy 9-03, Purchasing](#)
 - (c) [College Policy 9-12, Payment Card Industry Compliance \(PCI\)](#)
 - (d) [College Policy 11-04, Records Retention and Disposal](#)
 - (e) [College Policy 15-02, Information Security](#)