



# COLLEGE of CENTRAL FLORIDA

## POLICY MANUAL

<b>Title:</b> TECHNOLOGY USE	<b>Number:</b> 3.21	<b>Page:</b> 1 of 2
<b>See Procedures:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
<b>Legal Authority:</b> Florida Statute: Chapter 815, 1001.64	<b>Board Adoption/Revision Approval Dates:</b> 5/23/00, 10/22/02, 2/22/05	

Network users may have access to other networks, e-mail, or the Intranet. The following are examples of prohibited actions on the network:

- Using the CF network to gain unauthorized access to another network;
- Copying system files;
- Copying materials that are protected by copyright, including third-party software, without the express written consent of the owner or possessing the proper license;
- Attempting to “crash” the network or network attached systems;
- Attempting to gain a higher level of network security access than approved; and
- Willful introduction of computer “viruses” or other programs designed to disrupt or destroy the network or systems attached to the network.

### ENFORCEMENT

Users who violate this policy may be denied access to the College’s technology systems and may be subject to other penalties and disciplinary action, both within and outside the College. Violations will normally be handled through the College’s disciplinary procedures applicable to the relevant user. For example students will be investigated and penalties or discipline imposed consistent with the procedures described in College policy and the Student Code of Conduct. However, the College may deny or restrict access to resources prior to the initiation or completion of such procedures when it reasonably appears necessary to do so to protect the College from liability. The College may also refer suspected violations of law to appropriate law enforcement agencies.

### SECURITY AND PRIVACY

The College uses various measures to protect the security of its technology resources. Users should be aware that such security cannot be guaranteed. Users should engage in “safe computing practices” by establishing appropriate access restrictions to accounts, guard their passwords and change them frequently.

College technology resources are not private. Communications made by means of College resources are generally subject to Florida’s Public Record Law and Regulations. The College reserves the right to monitor individual usage, to backup and cache data and communication, log activity, and monitor general usage patterns and other activities. The College may also monitor the activity and accounts of individual users. Any such individual monitoring must be authorized in advance by the Vice President of Administration and Finance. The College may, at its discretion, initiate the disclosure of the results of such general or individual monitoring, including the contents and records of individual communications, to appropriate College



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personnel and law enforcement agencies and may utilize these results in appropriate College disciplinary proceedings. The College must, in response to proper public records requests, disclose the results to any requesting party.