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| Committee Meeting: Policy & Governance Committee | Date: June 15, 2022 |
| Committee Chair: Melodie Baker | |
| New or Edited: Edited | |

POLICY NAME: Acceptable Use Policy

POLICY TYPE: Managerial

SUBMITTED BY: Daniel Bartkowiak, Information Security Officer

ISSUE OR STATEMENT OF PURPOSE: SUNY Erie Community College respects individual privacy, civility, and intellectual property rights. This Acceptable Use Policy defines expectations for those who use SUNY Erie’s information and technology resources.

BACKGROUND: The existing Acceptable Use Policy (AUP) has been reviewed by an outside consultant who recommended revisions that include defining user account standards.

NEW OR EDITED POLICY: Edited

PURPOSE:

SUNY Erie Community College (hereinafter “SUNY Erie” or “the College”) provides its students and employees wide access to information and technology resources. With the advent of new forms of technology, SUNY Erie has recognized that making technology resources more accessible furthers the free exchange of opinions and ideas essential to academic freedom and the mission of the College.

Every single user in the SUNY Erie community has a responsibility to use the College’s resources properly. The College makes its technology available for educational purposes, requires users to observe state, federal, and other legal regulations to safeguard privacy (i.e. HIPAA, FERPA, etc.), maintain equipment, protect networks, data and software acquired and to maximize its spending of public funds.

SCOPE:

Information Technology Services (hereinafter “ITS”) provides and maintains the campus network, servers, computer labs and facilities, and College-owned equipment such as telephones, desktop and laptop computers. ITS provides additional services, including the operation of a Help Desk, tutorial assistance, audiovisual services and educational technology resources and support. These facilities and technological resources and services provided through ITS are a crucial resource for academic and administrative members of the college community.

Since no list can cover all possible circumstances, the spirit of this Acceptable Use Policy must be respected, namely; any action that hinders legitimate equipment usage, hinders one’s work performance



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unnecessarily, circumvents security measures, invades the privacy of another person or institution, or which uses SUNY-Erie resources for non-College business is unacceptable.

ACCEPTABLE USE POLICY:

All employees, contractors, volunteers, and students are responsible for exercising good judgment regarding appropriate and reasonable use of information, electronic devices, and network resources in a manner that complies with SUNY Erie's policies and procedures, as well as local laws and regulations.

Use of SUNY Erie's ITS resources constitutes an agreement to abide by this Acceptable Use Policy. Users found in violation may be subject to penalties of varying degree, and violators may also be subject to action by the College, as well as civil and/or criminal judicial systems, as appropriate.

User Responsibilities and Privacy Considerations:

All college faculty, staff, and students are afforded the privilege of access to the computing and network resources/equipment of the College. Such access may be granted to other individuals but only with approval from ITS or library personnel. All parties are responsible for preserving the integrity of the College's IT resources and using them in a manner consistent with this policy and any other applicable SUNY Erie policies, as well as relevant federal, state and local laws and regulations.

- a. SUNY Erie's proprietary information which is not categorized as intellectual property, created and/or stored on electronic and computing devices, whether owned or leased by, or otherwise in the custody or control of a SUNY Erie employee, student or a third party, remains the sole property of the College.
- b. Users accept responsibility for learning how to use information technology effectively and responsibly. The College provides training on the use of information technology. All users are encouraged to learn the proper use of information technology through individual learning or by attending training sessions or classes.
- c. Users accept responsibility for backup and security of their work. Each user should learn how to make backup copies of important work and to properly use software features for securing and/or sharing access to their information.
- d. Users acknowledge that SUNY Erie does not routinely monitor, inspect or disclose the content of individual usage of College IT resources, except under limited circumstances. As such, absent permission by a user, the College reserves the right to monitor or inspect system resources, including equipment, activity and accounts, with or without notice, when:
 1. It appears reasonably necessary to protect the integrity, security, or functionality of College resources or to protect ECC from liability.



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2. An account or system is engaged in unusual or excessive activity.
3. There is reasonable cause to believe that regulations, policies, contracts, or laws are being violated.
4. In the event of health, safety, or security emergencies, as determined by authorized College officials.
5. When it is necessary to retrieve vital college-related material following verification by the appropriate member of Human Resources or other authorized College official of: 1) the extended absence of an employee, 2) the demise of an employee, 3) investigation into misconduct, or 4) the termination of an employee for cause.
6. It is otherwise required or permitted by law.

Such monitoring will be done in consultation with the Erie County Attorney, Chief Information Officer/Vice Provost, the AVP of Human Resources (for employees), and/or Vice Provost or authorized Dean(s) of Students (for students).

During an investigation, access to an individual's account or data will be no more extensive than necessary.

The normal operation and maintenance of the College's computing resources requires the backup of data, the logging of activity, the monitoring of general usage patterns, and other such activities as may be necessary in order to provide desired services.

Equipment, Facilities, Account, & Network:

Equipment

- a. Equipment (e.g. laptops, desktop computers, tablets, cell phones, etc.) assigned to faculty and staff for the duration of their employment at SUNY Erie remain the property of the College and should be treated as such. These devices may be upgraded, as warranted, and must be relinquished in order for any required repairs or updates to be performed.

Since SUNY-Erie resources may not be used for non-College business, all SUNY Erie personnel are strongly encouraged to acquire and use personal email accounts and electronic devices for non-work-related activities.

Equipment failure and/or circumstances such as suspension or termination of employment may result in the immediate suspension of access to one's assigned computer/equipment/accounts.



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Accordingly, users are encouraged to use personally-owned equipment, rather than College equipment, to store or process materials of a personal nature.

Voluntarily separating employees should review the “SUNY Erie’s Off Boarding Policy” to review the process for returning of technological equipment, which is required before one’s final day of employment.

Use of College Technology Facilities

- a. All technology facilities of the College, including those located in remote sites, are for the use of SUNY Erie students, employees, Trustees and other authorized users from the community.
- b. Users must not abuse equipment and are asked to report any mistreatment or vandalism of computing or network facilities to ITS staff or to Security
- c. Food is discouraged in all computing facilities because of potential harm to equipment. Beverages in approved containers (sturdy, covered, reusable containers) are allowed.
- d. Shared equipment should not be monopolized. Users must relinquish the computer they are using if they are doing nonessential work when others are waiting for a computer to perform course or work-related activities. Users are prohibited from using more than one computer at a time and should plan work so that their computer session is no longer than absolutely necessary.
- e. Game playing in ITS-maintained computer facilities/labs is prohibited at all times.
- f. Users shall not install software, alter system files, move, or disconnect any cables on computers or other equipment.
- g. Users are expected to respect other users and the staff working at the computer labs. Harassment or verbal or physical abuse of others, be they student or staff, will not be tolerated.
- h. A user must show any SUNY Erie ID card to any College staff member or student employee upon request.
- i. Users must respect all notices (such as those concerning hours of operation, printing, etc.) posted in technology facilities.

Account Usage

- a. Account holders should only use the personal account(s) that SUNY Erie has assigned to them, unless express permission by an authorized member of the faculty, administration, or professional staff to use a general account that is designated for a specific purpose or job has been obtained in advance.



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- b. Account holders must not allow others to use their personal SUNY Erie accounts. The person assigned an account is wholly responsible for its use, and all activity originating from that account, at all times.
- c. Account holders must protect their passwords and keep them confidential. Passwords should be changed frequently and never written down. Any security breaches, such as theft of data or a system compromise, resulting from irresponsible use of a password (e.g., a password that can be easily guessed or oral or written dissemination of a password) may be treated as grounds for action against the account holder. Such action may include discipline and/or suspension of account privileges. Any attempt to determine the passwords of other users is strictly prohibited and discovery of such activity will result in discipline and/or suspension of access to the account.
- d. Account holders should not abuse any email, forums, or communications system, either local or remote, by sending rude, obscene, or harassing messages (including chain letters and hoax messages) or by using these systems for non-essential purposes. Account holders should identify themselves clearly and accurately in all electronic communications, e.g., no anonymous postings and no spoofing of addresses. Unofficial mass e-mailings (i.e., spam) using SUNY Erie resources is prohibited.
- e. While individual SUNY Erie accounts (@ecc.edu mail accounts, web accounts, applicant system accounts, etc.) are created for the express use of the individual for whom the accounts are created, such accounts remain the property of SUNY Erie. Accounts may be viewed in circumstances such as those enumerated in prior sections of this policy. Individuals sending business-related correspondence should use their assigned SUNY Erie email address, because as a public employer, the College is subject to laws regarding public record.
- f. Upon termination or retirement date, all SUNY Erie employee accounts will remain as determined by HR policy. Once the HR-defined grace period has ended, the user account will be automatically disabled. Email access may be delegated to a supervisor or co-worker during this disabled account period for business continuity purposes. Disabled accounts will be purged semi-annually at the start of the Spring and Fall semesters.
- g. Users who have separated from the College in good standing may request a maximum of two additional weeks so they may access their accounts during the disabled account period and retrieve necessary information
- h. Users who have separated from the college not in good standing, determined by HR policy and facilitated by HR process and notification to ITS, will not be granted access to any SUNY Erie resources.
- i. Emeritus status faculty may migrate data such as contacts to another service within the HR-defined



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policy grace period. ITS User Services is required to assist within that timeframe only. Emeritus status employees will no longer be given access to email and/or other SUNY Erie resources after the HR-defined grace period. Limited exceptions may be granted based on an HR approval process.

Network Usage

The following are responsibilities that are particularly applicable to users of SUNY Erie’s campus-wide network.

- a. Only computers that have been properly virus checked, updated, and authenticated through established procedures may be connected to the campus network, unless otherwise authorized and established by ITS. Users who have circumvented this process or who have attempted to do so are subject to disciplinary proceedings.
- b. The person recognized as the owner of an authenticated computer system is responsible for that computer’s use, and for all activity originating from that computer, at all times.
- c. Excessive or improper use of network resources that inhibits or interferes with use by others is prohibited and will be cause for action by ITS, which may include restricting, limiting, or disabling network access.
- d. Any user that brings their non-SUNY Erie owned equipment onto SUNY Erie property must still abide by this policy while using those devices.
- e. In no case shall the following types of servers be connected to the network: DNS, DHCP, BOOTP, or any other server that manages network addresses.
- f. Due to the serious negative impact on network availability created by misconfigured routers and Wireless Access Points (WAPs), all routers and WAPs, except those configured and used by ITS, or devices which function as routers or WAPs, are prohibited.

Legal Usage

- a. Information technology resources may not be used for illegal or harmful purposes, including, but not limited to:
 - i. Intentional harassment of others. Using computers or networks to harass, abuse or intimidate another person is prohibited. Users shall not develop or employ programs that harass other users. Users shall be sensitive to the public nature of shared facilities and take care not to display on screens in such locations, images, sounds or messages that could create an atmosphere of discomfort or harassment for others.



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- ii. Intentional destruction or damage to equipment, software, or data;
 - iii. Intentional disruption or unauthorized monitoring of electronic communications;
 - iv. Other illegal acts, including pornography. Pornography in electronic mail, file data, web sites, and other publicly visible forms, is prohibited. Federal Child Pornography Law makes it illegal to create, possess, or distribute graphic depiction of minors engaged in sexual activity, including computer graphics. Computers storing such information may be seized as evidence.
- b. Software licensed by the College must only be used in accordance with the applicable license agreements. Software is normally distributed under three kinds of licenses: proprietary, public distribution, and shareware. Unless otherwise indicated, users should assume all software made available by ITS is proprietary and may not be legally copied.
- c. ITS will not knowingly provide support for software that a user possesses in violation of its license agreement. Consultants and staff may ask for proof of ownership before helping users with their software.
- d. ITS will not knowingly allow illegally acquired software to be used on SUNY Erie-owned computers. ITS will remove any suspect software loaded onto SUNY Erie-owned computers or servers and may do so without notice to the user.
- e. ITS will not knowingly allow use of its resources (computers, equipment, network, etc.) for the illegal copying of digital media or files. Note: U.S. Copyright Law protects copyright owners from the unauthorized reproduction, adaptation, or distribution of digital material, including the unauthorized use of copyrighted sound recordings (e.g., music files), video files, and interactive digital software (i.e., video games).

Ethical Usage

- a. Users must not use information technology resources, including personally-owned computers connected to the college network, for non-college, unsanctioned, commercial activity, political advertising or campaigning. Discovery of such usage may result in disciplinary action.
- b. Users are prohibited from making any attempt to alter the condition or status of any computing network component in any manner.
- c. Users are prohibited from making any attempt to alter software other than their own, or to copy software intended only for execution.



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- d. Users should not interfere with, interrupt, or obstruct the ability of others to use the network or other ITS resources
- e. User devices in which non-owners wish to connect to must first obtain permission by the device owner
- f. Users shall not provide, assist in, or gain unauthorized access to SUNY Erie computing or network resources. Discovery of such activity may result in disciplinary action.
- g. Users shall not attempt to circumvent or defeat computer or network security measures. Discovery of such activity may result in disciplinary action.
- h. Users shall not systematically collect and/or use any privately or publicly available college data or content, including users' personal directory and account information, through the use of data mining, robots, or similar gathering and extraction methods. Discovery of such activity may result in disciplinary action.

Enforcement

The College is the sole arbiter of what may constitute a violation of this policy. Violations of this Policy will be adjudicated, as deemed appropriate, and may include the following:

- a. Loss of computing privileges
- b. Disconnection from the network
- c. Disciplinary action
- d. Prosecution under applicable civil or criminal laws

RELATED DOCUMENTS:

1. SUNY Erie Employee Off-Boarding Procedures
2. Erie County Employee Handbook – Removal and Disciplinary Action
3. H.R. Grace Period Policy following separation from the College
4. Policy on Emeritus Status
5. Emeritus Status for Faculty, Librarian or Counselor Guidelines, Criteria and Nomination Form
6. Emeritus Status for Administrator - AAEC and SES or Member of the Board of Trustees Guidelines, Criteria and Nomination Form



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CONTACTS:

Questions regarding the terms of this policy should be directed to:

ITS 716-851-1977
 Human Resources 716-851-1840

DOES IT SUPERCEDE A POLICY/WHICH ONE (if so, attach redline version): Acceptable Use Policy, Board of Trustee accepted March 30, 2017

POLICY & GOVERNANCE COMMITTEE RECOMMENDED ACTION:

Policy & Governance Committee recommends the Board of Trustees accept the Managerial policy under Committee Briefings, Policy and Governance Committee. This Policy supersedes all prior policies/ procedures and practices related to the Acceptable Use Policy.

POLICY & GOVERNANCE COMMITTEE MEMBERS PRESENT: Trustee Melodie Baker, President David Balkin, Provost and Executive Vice President Adiam Tsegai, Interim AVP IRAAP Katherine Callesto, Vice President of Human Resources, Equity & Inclusion Cynthia Buckley, Vice President of Enrollment Management Erikson Neilans, Dean of Business and Public Services Juan Martinez, Comptroller Arta Pllana, Dean of Students Petrina Hill-Cheatom, College Senate President and Associate Professor Colleen Quinn, SGA Representative Amara Fields.

DATE OF BOARD ACCEPTANCE: June 30, 2022

POLICY & GOVERNANCE COMMITTEE TEAM FOLLOW-UP:

Following Trustee acceptance, this Managerial policy will be included in the SUNY Erie Community College Managerial Policy Manual.

INFORMATION/INPUT CONSIDERED DURING POLICY & GOVERNANCE COMMITTEE DELIBERATIONS:

Policy on Emeritus Status and the Acceptable Use Policy.

The Policy has been reviewed and discussed at the Policy & Governance Committee meeting of March 30, 2022 and June 15, 2022.

History:

| Item: | Date: | Explanation: |
|---------------------------|----------------|--------------|
| Edited Policy BOT Adopted | June 30, 2022 | |
| BOT Review/Revised | March 30, 2017 | |



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SUNY Erie Cross References:

| Policy Name or Procedure: | Where to find: |
|----------------------------------|---|
| Policy on Emeritus Status | SUNY Erie BOT Board Policies and Procedures |

Next Steps:

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| Policy will be included in the College Catalog | |
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