

## Acceptable Technology Use

### 1. Intent of Policy

The intent of the Lake Land College Acceptable Technology Use Policy is to establish that technology provided by Lake Land College is intended to support the mission of the College. The term “technology” refers to but is not limited to computers, digital visual presenters, telephones, information networks, email, Internet, and/or other assistive technologies invented in the future. This policy applies to local and remote users of Lake Land College technology resources. Users shall regard the use of Lake Land College’s technology as a privilege, not a right.

### 2. Acceptance of Terms and Conditions

All terms and conditions as stated in this document are applicable to the use of technology resources at Lake Land College. These terms and conditions shall be governed and interpreted in accordance with the laws of the State of Illinois and the United States of America. The user understands and will abide by the terms and conditions of the Acceptable Technology Use Policy at Lake Land College. If a user commits any violation of the Acceptable Technology Use Policy, access privileges may be revoked, and disciplinary and/or appropriate legal action may be taken.

### 3. Privacy

Lake Land College reserves the right to review the contents and usage of any provided technology and has the right to share any content in violation of this policy with appropriate authorities in compliance with local, state and federal laws.

4. Acceptable Rules of Network Etiquette

All users of Lake Land College technology resources are expected to comply with generally accepted rules of network etiquette. Users are expected to:

- A. Respect the privacy of other users.
  - (1) Users shall not intentionally seek information on, obtain copies of, or modify files, sensitive data, other data, or passwords belonging to other users or represent themselves as another user.
  - (2) Sensitive data shall not be disclosed indiscriminately or inappropriately. Precautions should be taken to prevent unlawful access to such data.
- B. Respect the legal protection provided by copyright and license to electronic information.<sup>1</sup>
- C. Respect the integrity of information networks.
  - (1) Users shall not intentionally use programs that harass other users or infiltrate the technology resources and/or damage or alter the software components of technology resources.
  - (2) Users shall accept responsibility for all uses of the technology resources and systems account usernames and passwords.
  - (3) Users will refrain from using the technology resources for personal financial gain. This shall include electronic chain letters, political lobbying, and promotion of products or services of a local business or one's own product or service.

- (4) Lake Land College has the right to filter incoming or outgoing electronic resources and email that it considers spam or that may be harmful to Lake Land College computers or infrastructure.
- D. Refrain from transmitting any material in violation of federal, state or local regulations. This shall include but is not limited to threatening, harassing or obscene material or material protected by trade secret.
- E. Adhere to federal, state and local guidelines about revealing others' personal information, including laws such as Family Education Rights & Privacy Act (FERPA), Health Insurance Portability and Accountability Act (HIPPA), the USA Patriot Act, and other related acts.

5. User Accountability

Lake Land College reserves the right to limit or restrict access to Internet-based resources that in the College's judgment are not related to the mission of the College and/or its educational purposes. Individuals who are using Lake Land College technology resources inappropriately may be denied access to these resources. Users who breach this policy may be disciplined according to the appropriate disciplinary and personnel channels of the College.<sup>2</sup>

6. Public Representation

Users of Lake Land College technology resources will adhere to and uphold the guidelines put forth in this policy. The use of technology resources reflects directly and indirectly upon Lake Land College; therefore, all use should appropriately reflect the image of the College.

7. Disclaimer

Lake Land College makes no warranties of any kind, whether expressed or implied, for the service it is providing. Lake Land College will not be responsible for any damages suffered. Use of any information obtained via technology resources through Lake Land College is at the user's risk. Lake Land College specifically denies any responsibility for the accuracy, quality, or content of information obtained through technology resources.

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<sup>1</sup> Board Policy 05.14, Intellectual Property Rights.

<sup>2</sup> Board Policies 05.04.18, Discipline and Suspension, Demotion or Dismissal for Cause, and 07.28.01, Student Code of Conduct and Disciplinary Procedures.