



# Technology and Computing Use

## *Policy and Procedures*

The Technology and Computing Use Policy governs the use of technology at ENMU-Ruidoso-Ruidoso Branch Community College (RBCC). It has been approved and adopted by the administration and is incorporated into the policies of ENMU-Ruidoso. All members of ENMU-Ruidoso community are expected to be familiar with the policy and abide by its provisions. Failure to comply with this policy can be grounds for disciplinary action.

### **Legal and/or Statement of Policy**

#### **1. Purpose**

The purpose of these policies and procedures is to cultivate computer use at ENMU-Ruidoso, to regulate computer use to protect individual privacy, to provide an equitable sharing of limited resources, to ensure approved purchase and use of ENMU-Ruidoso computer technology, and to ensure responsibility in the purchase and use of ENMU-Ruidoso computer systems.

#### **2. Policy**

ENMU-Ruidoso's general policies for acquisition and/or use of technology, computer systems and equipment are:

- a. The primary guiding authority regarding the use of the ENMU-Ruidoso computer systems and network are ENMU-Ruidoso's mission statement and the Bill of Rights and Responsibilities for all members of ENMU-Ruidoso, which is located in ENMU-Ruidoso AGP&P, 15-1.
- b. All computer users have the responsibility to use ENMU-Ruidoso's computer systems in an effective, efficient, ethical and lawful manner.
- c. The use of ENMU-Ruidoso computer facilities is a privilege, not a right. ENMU-Ruidoso may protect legitimate users by imposing sanctions on users who abuse the privilege.
- d. Computer users shall:
  1. Respect the intended use of accounts established for their use
  2. Respect the integrity of ENMU-Ruidoso computer systems and network
  3. Respect the privacy of other computer users
  4. Respect the rules, regulations and procedures governing the use of ENMU-Ruidoso facilities, equipment and systems.
  5. Respect the proprietary rights of software owners and comply with all copyright laws, treaties and compacts of the United States and all laws of the State of New Mexico, including the New Mexico Computer Crimes Act, NMSA 1978, 30-45-1 to 30-45-7.

- e. Standards of common sense and common decency must be applied in determining what uses are proper when using the public resources of ENMU-Ruidoso.
- f. ENMU-Ruidoso shall not provide computer access to persons or entities not affiliated with ENMU-Ruidoso as that would violate N.M. Const. art. 9. 14, which prohibits donations by the state to private individuals or entities.
- g. ENMU-Ruidoso acknowledges that computers provide students and staff opportunities for research, dialogue and expression. However, ENMU-Ruidoso and each computer user has the responsibility to use each of the computer systems, which are public property, in a manner related to educational process for which they are intended.

*The foregoing purposes and policies are implemented by the following.*

### **Procedures**

#### **3. Administration**

The Information Systems Department, with oversight by the Vice-President and the President shall administer and enforce the above policies and procedures.

- a. Student concerns not resolved by the Information Systems Department may be presented to the office of the Student Services Coordinator.
- b. Faculty concerns not resolved by the Information Systems Department may be presented to the office of the Vice-President.
- c. Staff concerns not resolved by the Information Systems Department may be presented to the office of the Vice-President.

#### **4. Computer Accounts in General**

All computer accounts shall be the property of ENMU-Ruidoso. The privileges of such accounts shall be given by the college for specific academic, administrative or other authorized ENMU-Ruidoso uses. There shall be four (4) types of accounts, as set forth in sections 5,6,7, and 8 below.

#### **5. Student Accounts**

Student accounts may be opened and maintained only by virtue of an individual's status as a student, and shall be used in conformance with these policies and procedures and all other policies and procedures of ENMU-Ruidoso. Records related to each account shall be kept by Information Technology Services.

- a. Official Student E-Mail Address. Upon enrollment, a student shall be assigned an official e-mail address in the format of `firstname.lastname@enmu.edu`. The e-mail address shall remain the same throughout the student's academic career at the ENMU-Ruidoso

unless the student's name is changed for legal purposes or other extenuating circumstances.

- b. Use of Student E-Mail. The student e-mail account shall be activated after enrollment at the ENMU-Ruidoso. Students shall be required to use this e-mail address for all official communications from the ENMU-Ruidoso.

## **6. ENMU-Ruidoso Accounts**

ENMU-Ruidoso accounts may be opened and maintained for the use of faculty or staff for academic or administrative work. Authorizations for each ENMU-Ruidoso account shall be made, and appropriate records of the account kept, by the appropriate manager or department head. Accounts for the creation and maintenance of Web pages for ENMU-Ruidoso departments, through the ENMU-Ruidoso administrative server, shall be considered ENMU-Ruidoso accounts.

## **7. Affiliate Accounts**

Affiliate accounts may be opened and maintained for individuals or groups who are not directly associated with the ENMU-Ruidoso, but whose access to the ENMU-Ruidoso network has a clear and distinct connection to, and provides some intrinsic value for, the ENMU-Ruidoso. All authorizations for Affiliate Accounts shall be made by written memoranda to the Coordinator of Information Systems Department. Such accounts shall be used only as specified in such memoranda.

## **8. Personal Web Page Accounts**

Any authorized user of a student account or an ENMU-Ruidoso Account may open personal Web page accounts. The account management requirements set forth in paragraphs 4 & 5 above, and 6, & 8b below, shall apply to Personal Web Page Accounts. The user must take full responsibility for the contents of his or her home page, as the ENMU-Ruidoso cannot accept responsibility for such content.

## **9. Account Protection**

The integrity of ENMU-Ruidoso computer systems shall be maintained by protection of accounts through use of passwords. Any violation of the integrity of an ENMU-Ruidoso computer system shall be deemed to be a prohibited misappropriation of ENMU-Ruidoso property.

- a. Attempts to perform any of the following acts are among such prohibited actions:
  1. Make an account available to any person not authorized access by the ENMU-Ruidoso
  2. Defeat the security system of any computer
  3. Circumvent the accounting system

4. Access and/or use an account without authorization
  5. Use accounts for other than intended purposes (*refer to sections 2E above and 17 below*)
  6. Misappropriate the data or files of another person
  7. Download or upload copyrighted material without written permission from the author
- b. Authorization for access to any account by someone other than the primary user must be approved by the appropriate administrator, who shall arrange for maintenance of appropriate records of that authorization.
  - c. The account holder shall take the responsibility and the consequences of allowing any access to his or her account without appropriate administrative authorization.
  - d. Password Policy: A password must be unique to the previous 4 passwords used. When your password is older than 90 days, you should see a message indicating that your password has expired. You will be presented with a button which reads "click here" to change your password. Clicking this button will allow you to change your password and continue. **Passwords must meet the following minimum requirements:**
    1. Not contain the user's account name or parts of the user's full name that exceed two consecutive characters
    2. Be at least six characters in length
    3. Contain characters from three of the following four categories:
      - English uppercase characters (A through Z)
      - English lowercase characters (a through z)
      - Base 10 digits (0 through 9)
      - Non-alphabetic characters (for example: !, \$, #, %)

## 10. Resource Limits

ENMU-Ruidoso reserves the authority to establish storage and memory resource limits of accounts. If resources are low the account holder should notify the course instructor, Information Systems Department, or the authorizing manager or department head, whoever or whichever is appropriate for that account.

## 11. Session Limits

ENMU-Ruidoso may limit a computer user's session if there are insufficient resources or if the user is determined by appropriate authorities to be acting in an irresponsible or unlawful manner. ENMU-Ruidoso may also cancel, restart, or place a hold on a job, process or program to protect or improve system performance.

## **12. Protection of the System**

Responsible continued use of ENMU-Ruidoso computer system requires that each user:

- a. Refrain from development or use of programs or utilities that:
  1. Harass or interfere with other ENMU-Ruidoso computer users
  2. Infiltrate or modify the system account
  3. Damage the hardware or software components of the system
- b. When requested, users shall cooperate with systems administrators in investigations of systems abuse; and report suspected abuse, especially any damage to or problems with the user's files.

## **13. Non-Confidentiality**

The ENMU-Ruidoso recognizes that users might believe computer files and e-mail messages to be confidential; however, such files and messages are subject to the access of user files by Information Technology Services at systems maintenance time as well as when there is a report of suspected violation of local, state, or federal laws or policies. User files are not confidential. The ENMU-Ruidoso reserves the right to review any information on any ENMU-Ruidoso computer.

The ENMU-Ruidoso network and computer systems are the property of Eastern New Mexico ENMU-Ruidoso and may be accessed only by authorized users. Unauthorized use of the network or computer systems is strictly prohibited and may be subject to criminal prosecution. The ENMU-Ruidoso may monitor any activity or communication on the system and retrieve any information stored within the system. By accessing and using the network and ENMU-Ruidoso owned computer systems, you are consenting to such monitoring and information retrieval for law enforcement and other purposes. Users should have no expectation of privacy as to any information stored locally on the hard drive or other media (e.g., floppy disks, PDAs and other hand-held peripherals, CD-ROMs, flash drives, etc.) Use of the ENMU-Ruidoso network or computer systems by any user, authorized or unauthorized, constitutes consent to this monitoring, interception, recording, reading, copying, or capturing and disclosure.

In compliance with Section 438 of the "General Education Provisions Act" (as amended) entitled "Family Educational Rights and Privacy Act of 1974" (FERPA), and the Health Insurance Portability and Accountability Act of 1996 (HIPAA), the ENMU-Ruidoso recognizes its obligation to provide appropriate access to educational records while protecting their confidentiality (taken from 65-7, 5). The removal of any protected, confidential or private data from the ENMU campus by any means including but not limited to laptops, email and removable storage devices is strictly prohibited.

## **14. Technology/Computer Purchases and Installations**

All technology and hardware standards will be reviewed and approved by the Technology Committee. The IS department is the only authorized department to purchase and install computer hardware, software and networks. Users are not authorized to add hardware/software or networks to ENMU-Ruidoso owned PC's and or networks. Exceptions must be sent to the Technology Committee for review and approval.

## **15. Rules**

In addition to these policies and procedures, ENMU-Ruidoso has various specific rules, regulations and procedures governing the use of computing equipment and facilities located around the ENMU-Ruidoso and posted in labs or readily available in printed form. Each computing site and environment has operators, consultants and/or supervisors who have the responsibility for the use of that site. User shall abide by the rules, regulations and procedures of ENMU-Ruidoso and the site and shall cooperate with the operators, consultants and supervisors.

## **16. Consultation**

Computer users are encouraged to consult with Information Systems Department (or other appropriate ENMU-Ruidoso consultants) regarding computer use.

## **17. Copyrights**

Computer users shall not copy software or media protected by copyrights except as specifically allowed by the licensing agreements or other stipulations of the owner. Making and distributing copies shall not be done in such a way that the number of simultaneous users exceeds the number of original copies purchased, unless otherwise stipulated in the purchasing contract. Computer users at ENMU-Ruidoso should presume that software is copyrighted unless they have specific knowledge to the contrary. Any files including documents, course materials, photographs, websites, etc. become the intellectual property of ENMU-Ruidoso.

## **18. Recreational and Personal Use**

There are uses of ENMU-Ruidoso computer systems that are improper. Reasonable recreational and other personal uses shall be allowed, provided such use does not interfere with academic use. The responsibility of using good judgment to avoid improper uses resides with both the user and the ENMU-Ruidoso. All such improper uses cannot be anticipated or listed here; but some such uses follow:

- a. Under no circumstances may games be played, or other recreational uses occur, when such use would interfere with the availability of facilities for academic or staff use.
- b. Certain other activities are expressly prohibited by law. Among those are:

1. Viewing objectionable material, which will constitute sexual harassment
  2. Commercial activities or advertising
  3. Libelous statements that would damage a person
  4. Dissemination of licensed software
  5. Invasion or violation of personal privacy
- c. Personal Web pages served by the ENMU-Ruidoso personal server shall not be used to make representations which could reasonably be misconstrued to be official representations of the ENMU-Ruidoso. Use of official ENMU-Ruidoso logo on such pages, without express written consent of the ENMU-Ruidoso, is prohibited.

## **19. Sanctions**

Failure to abide by the guidelines set forth in the foregoing policies and procedures shall subject any user of ENMU-Ruidoso computer systems to sanctions, which may result in denial of computer account privileges, and/or disciplinary action, which could lead to expulsion from the ENMU-Ruidoso, dismissal from a position, or legal action.