

EvCC7010: ACCEPTABLE USE OF THE EVERETT COMMUNITY COLLEGE NETWORK, COMPUTERS and DATA MANAGEMENT SYSTEM POLICY

Original Date: August 22, 2009

Revision Date: September 17, 2013

Policy Contact: Executive Director of Information Technology

POLICY

This policy is intended to provide Everett Community College network users with guidelines for responsible and appropriate utilization of this resource. This policy supplements the Everett Community College acceptable use of state resources policy; all of its tenets and any other applicable Everett Community College policies.

Use of the Everett Community College network and data management systems will be consistent with the purposes and objectives of Everett Community College and the community and technical college system including, but not limited to, facilitating the exchange and storage of student and employee information furthering the college's research, and administrative missions.

The goals of the acceptable use of the Everett Community College network, computers and Everett Community College data management systems policy are to:

- Help assure the integrity and reliability of the Everett Community College internal networks, hosts on those networks, the Everett Community College databases, legacy systems, web-accessible resources, and any computing resource connected to them.
- Ensure the security and privacy of Everett Community College computer systems, networks and data.
- Ensure the protection and retention of sensitive college data.
- Establish appropriate guidelines for the use of the Everett Community College network and Everett Community College-owned data, whether accessed from on or off-campus.

Everett Community College reserves the right to determine at any time what constitutes appropriate use of the Everett Community College network and any computing access and services provided by Everett Community College. This policy also complies with current Washington State Office of the Chief Information Officer (OCIO) policies.

It is not the intent of this policy to limit academic freedom in any way, but to provide an appropriate framework for proper exercise of those freedoms. Furthermore, it is not the intent of this policy to impinge on the intellectual property rights of authorized users.

This policy applies to anyone who uses the College network and data management system. It includes any use or attempted use of the College network, regardless of point of origin. It applies to use of the college network to navigate through external networks.

RELEVANT LAWS AND OTHER RELATED INFORMATION

[RCW 42.52](#)

[WAC 292-110-010 \(3\)](#)

[WAC 292-110-010 \(6\)](#)

[Washington State OCIO Securing Information Technology Assets Policy](#)

[Everett Community College Ethics Policy](#)

REVISION HISTORY:

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APPROVED BY:

Board of Trustees