



## POLICY

Title: RESPONSIBLE USE OF INFORMATION TECHNOLOGY RESOURCES	Code: E0202
Authority: Wisconsin Administrative Code TCS 6; Wis. Stats. §§ 38.04 (14), 38.12 (7) See Also: MATC Policy C0201, Harassment; MATC Policy C0700, District Employee Code of Ethics; Board Minutes, 11/23/10, 12/18/18	Original Adoption: 11/26/96 Revised/Reviewed: 10/26/18 Effective: 12/18/18

As part of its educational mission, MATC acquires, develops, and maintains computers, computer systems (including email) and networks ("IT Resources"). For purposes of this document, e-mail includes point-to-point messages, postings to social media and any electronic messaging involving computers and computer networks. Organizational e-mail accounts, including those used by student organizations, are held to the same standards as those for individual use by members of the MATC community. IT Resources are exclusively intended for college-related purposes. Employees, students, and authorized contractors and vendors may use IT Resources only for purposes related to their studies, their responsibilities for providing instruction, the discharge of their duties as employees, their official business with the College, and other College-sanctioned or authorized activities.

This policy applies to all users of IT Resources, regardless of whether the user is affiliated with the college and to all uses of those resources, whether on campus or from remote locations. IT Resources must be used appropriately and in accordance with local, state and federal laws. Users will be held accountable for inappropriate or unlawful use.

### **Impermissible Use**

IT Resources may only be used for the lawful -commercial purposes described above, and may not be used for any purpose that is illegal, immoral, unethical, dishonest, damaging to the reputation of the College, inconsistent with the policies and procedures of the College, or likely to subject the College to liability.

### **Personal Use**

IT Resources are provided for College use only however, the College recognizes that occasionally faculty, staff, and students use IT Resources for non-commercial, personal use. Such occasional, non-commercial uses are permitted by employees and students if they are not excessive, do not interfere with the performance of any employee or student's duties, do not interfere with the efficient operation of the College or its IT Resources, and are not otherwise prohibited by this policy or any other MATC policy or procedure. Such use must not interfere with or disrupt the work of the employee, unit or other College business or educational activities nor unreasonably or unduly tie up the College's IT Resources.



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Decisions as to whether a particular use of IT Resources conforms to this policy shall be made by the Provost's Office if the use involves faculty; by the Office of Student Life if the use involves students; and by the Human Resources Department if the use involves non-faculty employees.

### **Intellectual Property**

Users are responsible for making use of IT Resources, including software and electronic materials, in accordance with copyright, licensing, other intellectual policy restrictions and applicable MATC policies. Users may not, for example, use IT Resources to violate any copyright, illegally download any software, violate the terms of any license agreement or inspect, modify, distribute, or copy proprietary data, directories, programs, files, disks or software without proper authorization.

### **External Networks/Equipment**

Personal computers, laptops and other personal network devices may only be connected to the MATC network or IT Resources via MATC's public wireless network and cannot be directly connected to any MATC Ethernet jack. Users are not allowed to attach any type of Wireless Access Points/routers to the network.

### **Security/Privacy**

MATC employs various measures to protect the security of its IT Resources and user accounts; however, the College does not guarantee security and confidentiality. Users should engage in "safe computing" practices including establishing appropriate access restrictions for their accounts, guarding their passwords and changing them regularly.

Users should also be aware that their uses of College computing resources are not completely private.

### **Monitoring**

While the College does not routinely monitor individual usage of its computing resources, the normal operation and maintenance of the College's computing resources require the backup of data, the logging of system availability, the monitoring of general traffic patterns and other such activities that are necessary for the provision of service.

The College may monitor the activity and accounts of individual users of College IT Resources, including individual login sessions and the content of individual communications, without notice, when:

- The user has voluntarily made them accessible to the public, through posting to social media or a Web page;



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- It reasonably appears necessary to do so to protect the integrity, security, or functionality of College or other computing resources or to protect the College from liability;
- is reasonable cause to believe that the user has violated or is violating this policy; An account appears to be engaged in unusual or unusually excessive activity; or it is otherwise required or permitted by law.

Any such monitoring of communications, other than what is made accessible by the user, required by law, or necessary to respond to perceived emergency situations, must be authorized in advance by the President or the President's designee in consultation with the [Office of the General Counsel](#). The College, in its discretion, may disclose the results of any such general or individual monitoring, including the contents and records of individual communications, to appropriate College personnel or law enforcement agencies and may use those results in appropriate College disciplinary proceedings.

### **Enforcement and the Law**

Violations of this policy will subject employees and students to their respective disciplinary processes and other measures up to and including expulsion from the College or loss of employment. Illegal acts involving IT Resources may also subject violators to prosecution by local, state, and/or federal authorities. This policy and its enforcement is subject to the terms and conditions of any of the College's Employee Handbook.

Office of Responsibility: Information Technology