

PROCEDURE 2.16.2: ONLINE USAGE

External online use

Sandburg believes its employees and students often are the best ambassadors for the college. Online platforms provide the Sandburg community many opportunities to represent the college, and Sandburg encourages the constructive use of online platforms consistent with Sandburg's mission. These platforms, however, can create situations that blur the lines between personal and professional life. Sandburg is committed to adhering to local, state and federal requirements to protect student and staff privacy and those governing the workplace.

The college retains its prerogative to protect its image, enhance its brand, guard proprietary information, require appropriate use of college technology resources and restrict employee/student activities that don't add value to the college mission, vision, beliefs, strategies, focal points and goals or financial well-being.

As such, this procedure establishes boundaries between the personal and professional lives of employees, volunteers and students representing Sandburg and governs use of online platforms in the course of representing the college. The procedure applies to online usage, even if such use is limited by privacy controls. Online usage by other third parties is subject to the terms of use established by Sandburg.

Use a disclaimer to express personal views.

When it's evident employees, students or volunteers are employed and/or associated with Sandburg, they must include a disclaimer on any online posts/comments indicating their opinions, comments, interpretations, etc., are their own and not those of the college and may not represent current or accurate information. All public comments must adhere to the college's media relation standards and/or ethics ordinance.

Employees, students and volunteers participate online at their own risk. The college rules of conduct extend to online usage of websites and social media platforms, and employees, students and volunteers must be aware that even personal usage of online platforms has a detrimental impact on the workplace may be subject to discipline. Employees, students and volunteers must also recognize they can be held personally liable by third parties for the content of their online usage.

Online activity by employees, students or volunteers must be approved and coordinated through Marketing. Classroom activities that involve online usage must secure such approval only when such material is visible beyond the confines of the virtual classroom.

Internal system use

Sandburg system user access and responsibility

Authorized users (e.g., college personal, students and certain others as needed) access the college's technology systems with a password and are intended for the sole use of that individual; accounts and passwords aren't transferable. The owner is responsible for all usage on their assigned account.

Unacceptable usage of Sandburg systems

The following examples of unethical and/or unacceptable behavior, which in some cases, may violate local, state or federal law:

- Altering or damaging system software or hardware configurations
- Accessing another individual's account, private files or email without permission of the owner
- Accessing or altering college personnel, financial or student files without appropriate authorization
- Misrepresentation of one's identity or password in electronic communication
- Violation of copyright and/or software agreements
- Violation of rules or codes set by services subscribed to by the college
- Using technology to threaten or harass others
- Using college systems for commercial or profit-making purposes without written authorization from the college administration
- Disobeying lab and/or system policies, procedures and protocol (e.g., time limits on workstation usage)
- Plagiarizing computer programs or apps or parts thereof, or written materials without authorization or proper notation
- Copying subroutines or text materials without authorization
- Using the network to gain unauthorized access to any other computer system or network
- Introducing viruses or other contaminating strategies to the college or other computer systems or networks through the college's network
- Hacking, including but not limited to, cracking passwords, intentionally crashing the system, forging email and accessing system files or other people's private files for which the user has not been specifically granted access
- Attempting to circumvent data-protection schemes or uncovering security loopholes, including possessing, creating, and/or running programs designed to identify security loopholes or decrypt security data
- Using Sandburg information technology for any illegal or unlawful purpose
- Using profanity obscenity, or fighting words
- Accessing pornographic websites
- Use of cloud-based storage or sites not sanctioned for use by the college

Enforcement

Violations of this policy, including any appendices, is cause for discipline. Alleged violations of this policy are subject to the college's existing disciplinary procedures. Sandburg treats access and use violations of computing facilities, equipment, software, information resources, networks or privileges seriously. Unauthorized or improper use will lead to the possible revocation of their user's access. The college may also require restitution for any use which is in violation of the usage guidelines. Sandburg will pursue criminal and civil prosecution of violators when appropriate.

Privacy

Users should recognize the limitation to the privacy of electronic documents. The college can't guarantee privacy of any accounts. All users should be aware that system operators have access to all accounts. Violation of this policy grants the operator of the system the right to review a user's usage and waives all rights of privacy the user (including students, faculty, staff) may claim or may have. The college retains the right to release the names of users to appropriate authorities in accordance with college procedures.

Disclaimer

The college makes no warranties of any kind, expressed or implied, for the service it's providing. The college isn't responsible for any damages you suffer, including the loss of data resulting from delays, non-deliveries, or your errors or omissions. Use of any information you obtain over the internet through the college's computer system is at your own risk. The college specifically denies any responsibility for the accuracy, quality or content of information obtained through the internet accessed through the college's computer system.

All individuals using the institution's computer system sign a statement indicating they've read, are aware of and will adhere to the college's acceptable use policy for its technology.

*Original: 4/11
Reviewed: 5/16, 8/16, 12/17, 1/24
Revised: 5/16, 8/16, 12/17, 1/24*