

## COLLEGE POLICY DOCUMENT/

<b>Policy Name</b>	Acceptable Use Policy	<b>Version</b>	1.2
<b>Review Date</b>	10/30/2014	<b>Next Review Date</b>	8/31/2016
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### INTRODUCTION

MEC maintains computing resources which includes data and information that plays a key role in performing the business. These information resources are strategic assets of MEC that must be managed as valuable resources. Thus this policy is established to achieve the following:

- To ensure compliance with local regulations and mandates regarding the management of information resources
- To establish prudent and acceptable practices regarding the use of information resources
- To educate individuals who may use information resources with respect to their responsibilities associated with such use

### PURPOSE

The purpose of the Acceptable Use Policy (AUP) is as identified below:

- Clarify the application of the Code of Conduct to specific computer and network use
- Educate MEC community about the use of electronic resources/
- Prevent any misuse of, or damage to, computer assets or data
- Assist the employees in complying with information security, privacy and other information and computer legislation

### AUDIENCE

The MEC Acceptable Use policy applies equally to all individuals granted access privileges to any MEC Information Resources.

### DEFINITION

**Information Resources (IR):** Any and all computer printouts, online display devices, and all computer-related activities involving any device capable of receiving email, browsing web sites,

or otherwise capable of receiving, storing, managing, or transmitting electronic data including, but not limited to servers, personal computers, notebook computers, tablets, hand-held computers, personal digital assistants), distributed processing systems, network attached and computer controlled medical and laboratory equipment (i.e. embedded technology), telecommunication resources, network environments, telephones, fax machines and printers.

User: An individual or automated application or process that is authorized access to the resource by the owner, in accordance with the owner's procedures and rules.

## POLICY STATEMENT

- Users must not download text or images which contain material of a pornographic, racist or which incites violence, hatred or any illegal activity.
- Users must not use the organization's computers to make unauthorized entry into any other computer or network.
- Users must report any weaknesses in MEC's computer security; any incidents of possible misuse or violation of this agreement to the proper authorities by contacting the authority concerned.
- Users must not attempt to access any data or programs contained on MEC systems for which they do not have authorization or explicit consent.
- Users must not share their MEC account(s), passwords, Personal Identification Numbers (PIN), Security Tokens (i.e. Smartcard), or similar information or devices used for identification and authorization purposes.
- Users must not make unauthorized copies of copyrighted software.
- Users must not use non-standard shareware or freeware software without the Technology Services Office's approval unless it is on the MEC standard software list.
- Users must not purposely engage in activity that may: harass, threaten or abuse others; degrade the performance of Information Resources; deprive an authorized MEC user access to a MEC resource; obtain extra resources beyond those allocated; circumvent MEC computer security measures.
- Users must not download, install or run security programs or utilities that reveal or exploit weaknesses in the security of a system. For example, MEC users must not run password

cracking programs, packet sniffers, or port scanners or any other non-approved programs on MEC Information Resources.

- Users must not intentionally access, create, store or transmit material which MEC may deem to be offensive, indecent or obscene (other than in the course of academic research where this aspect of the research has the explicit approval of the MEC official processes for dealing with academic ethical issues).
- Access to the Internet from a MEC owned, home based, computer must adhere to all the same policies that apply to use from within MEC's facilities. Employees must not allow family members or other non-employees to access MEC computer systems.

### **DISCIPLINARY ACTION**

Violation of this policy may result in disciplinary action which may include warning, termination for employees and temporaries; a termination of employment relations in the case of contractors or consultants; dismissal for interns and volunteers; or warning, suspension or expulsion in the case of students. MEC reserves the right to notify the appropriate law enforcement authorities of any unlawful activity and to cooperate in any investigation of such activity.

### **REFERENCE (OPTIONAL)**