

INTERNET ACCESS

Introduction:

The Information Super-Highway (Internet) is a conglomeration of thousands of computer networks utilizing a common set of technical protocols to create a worldwide communications medium. The Internet has an estimated population of 27 million users and has a presence in over 70 countries. This massive group of users reach the Internet through their computers and terminals at educational institutions, commercial Internet Access Providers, and other organizations. When faculty/staff are on the Internet, they are representing McLennan Community College and are required to act in a professional and courteous manner. Access to the Internet provided by McLennan Community College is a privilege, not a right.

Any violations of the following guidelines will be grounds for termination of access to the Internet. Additionally, faculty/staff who violate the guidelines will be subject to disciplinary action.

Internet Account:

- A. Internet accounts will be established through normal established channels.
- B. **Each faculty/staff member is responsible for his or her Internet account and is expected to act in a professional manner.**
- C. The Internet host may not be available periodically and may be shutdown on a moment's notice for repairs and upgrades in hardware and software.

Systems Cracking

- A. Breaking into computer systems is a federal offense under Title 18 of the United States Code, Section 2701 [18 USC 2701 (1)]. Breaking into, or attempting to break into other systems on the Internet, or at McLennan Community College by any means, will not be tolerated, and appropriate college policies will apply. Records of such break-ins, or attempted break-ins will be reported to proper authorities.
- B. Accessing any account for which a faculty/staff member is not authorized is a federal offense under Title 18 of the United States Code, Section 2701 [18 USC 2701 (2)]. Accessing, or attempting to use an account for which a faculty/staff member is not authorized by any means, will not be tolerated. Also, providing someone access to a login account is prohibited, and appropriate college policies will apply.
- C. The McLennan Community College Internet host is monitored for "abnormal activities." The term "abnormal activities" may be defined as processes executing that should not be executed, or users performing activities that are abnormal for their level of expertise in the system. Should "abnormal activities" occur with an account, the faculty/staff member will be contacted for an explanation of these activities. Appropriate college policies will apply.

Internet Mail:

- A. Mail access to the Internet is granted when an account is established on the Microsoft Exchange server. The faculty/staff member's electronic mail address is his/her login name followed by the text "@mclennan.edu". For example if the login name is "dsmith," his/her complete E-mail address is "dsmith@mclennan.edu".
- B. Reading, altering, or preventing access to someone else's E-mail carries the same penalties as opening and reading someone else's U.S. Postal (paper) mail under the Electronic Communications Privacy Act of 1986. Reading, altering, or preventing access to someone else's E-mail is prohibited.
- C. A faculty/staff member's E-mail is not secure. Under normal circumstances only the faculty/staff member and the intended addressee can read E-mail. However, all systems are susceptible to failure. There will be times that the faculty/staff member's E-mail may need to be read by a system or network administrator [18 USC 2702 8 (1)] to correct possible problems. If the need arises for system or network administrators to open E-mail, they are under stricture of the Electronic Communications Act of 1986 [18 USC 2701 (a) (1) and (2)] not to divulge that information to any person other than those listed in Title 18 of the United States Code, section 2702.

- D. If reasonable belief that proof of criminal activities is contained in a faculty/staff member's E-mail, McLennan Community College reserves the right to make a backup copy of any correspondence as possible evidence. The faculty/staff member will be notified after the backup in the event that such actions are taken. Any information contained within this backup is under the same strictures of Title 18 of the United States Code, section 2702.
- E. Should a faculty/staff member receive E-mail intended for someone else, The faculty/staff member should forward the message to "administrator@mclennan.edu" and delete any remaining copies in his/her mailbox.

Should a faculty/staff member run into a problem with E-mail, the faculty/staff member should notify Computer & Network Services at (254) 299-8077 or E-mail netserv@mclennan.edu.

Storage Space:

- A. Storage limits are placed on the McLennan Community College network file servers. Only college related data should be stored on the network file servers.
- B. Under normal conditions, the faculty/staff member's account will not be monitored. However, if there is reasonable belief that a faculty/staff member is involved with criminal activities or is involved in behavior in conflict with the General Conduct Policy or the Open Records Policy, the account will be monitored until resolution of such problems.
- C. Gaining access to another user's restricted data without authorization from that user is a federal offense under Title 18 of the United States Code, section 2701 [18 USC 2701 (2)] and is prohibited. Accessing, or attempting to access user restricted data by any means, will not be tolerated, and appropriate college policies will apply.

Copyrighted Material:

- A. Copying, or attempting to copy software copyrighted is a federal offense and will not be tolerated.
- B. Under normal conditions, a home directory will not be searched. However, if there is reasonable belief that a faculty/staff member is involved in the criminal activity of software piracy, appropriate action will be taken.

Compliance with General Conduct Policy and Release of Public Information

- A. Faculty/staff members must comply with the prescribed rules and regulations as defined in the General Conduct Policy including, but not limited to, the following:

Any faculty/staff member found to have committed the following misconduct is subject to the disciplinary sanctions:

Theft or other abuse of computer time, including, but not limited to,:

- a) Unauthorized entry into a file to use, read, or change the contents, or for any other purpose.
 - b) Unauthorized transfer of a file.
 - c) Unauthorized use of another individual's identification and password.
 - d) Use of computing facilities to interfere with the work of another student, faculty member or MCC official.
 - e) Use of computing facilities to send obscene or abusive messages.
 - f) Use of computing facilities to interfere with normal operation of MCC computing systems.
- B. Faculty/staff members must comply with the Open Records Policy of the college which states that public information may only be released through individuals designated by the

college president to release information. Stipulations of this policy will apply to all employees.