Harper Information Procedure

Disclaimer

Recognizing the value of diversity and free speech, Harper College makes WWW resources available to all segments of the Harper College community but does not review, edit or endorse all items accessible from these pages.

The Marketing Services Department at Harper College is responsible for the design and maintenance of the College's Web site. However, Marketing Services is not responsible for the completeness, accuracy, or timeliness of information provided by other divisions, departments, or individuals.

WWW home pages are not official statements of Harper College, and the College is not responsible for the content of every page that you can reach from this site. Every effort will be made to ensure the accuracy and consistency of materials published on the College Web site.

Opinions expressed in personal or non-departmental home pages are solely the responsibility of the author.

Domain Name

The College's domain name is [**www.harpercollege.edu**](https://www.harpercollege.edu/index.php).

Acceptable Use Policy

*Acceptable Use for Harper College Information Technology*

I: Philosophy

Harper College provides technology resources, software and facilities to further the College's mission. Access and use of facilities is a privilege and must be treated as such by all users. Acceptable use is based on common sense, common decency and civility. Users are subject to guidelines set in this Acceptable Use Policy.

II. Risk and Responsibility: Email, Internet Resources, and Electronic Files

**A. Security**

Harper College utilizes best practices and industry standards to protect data and filter materials transmitted or received via the College. Harper College does not assume liability for offensive material that any user may encounter, such as material that is illegal, defamatory, obscene, inaccurate, or controversial.

Users are responsible for all activities originating from their account(s), including all information sent from, intentionally requested, solicited, or viewed from their account(s) and publicly accessible information placed on a computer using their account(s). In addition, users are responsible for logging off applications/computers to prevent unauthorized access.

In addition, users are responsible for refraining from sharing personally identifiable information or other sensitive data while using collaboration tool applications, including but not limited to chat, email, or video conferencing applications.

**B. Privacy**

Users are strictly prohibited from accessing files and information other than their own, those intended for the user, and those for which the user has permission from authorized College personnel to access.

The College reserves the right to access its systems, including current and archival files of users' accounts; if that access would be imperative to conducting College business; if there is strong evidence of improper usage; or strong evidence of impropriety. Electronic files can be inspected under the Illinois Freedom of Information Act (IFOIA).  Any inspection of electronic files, and any action based upon such review, will be governed by all applicable federal and state laws and College policies.

**C. Education and Training**

All users are responsible for using the facilities and all forms of technology resources ethically and legally.  Users are expected to follow equipment and lab usage guidelines and, when necessary, receive training in using these resources and accept responsibility for their work. In addition, users are responsible for learning and adequately using the features of securing and/or sharing access to data.

**D. Personal Use**

As a result of agreements Harper College has with technology providers, users may be offered technology for personal use. If users take advantage of these offers, any agreement, conditions or terms of use are between the user and the outside technology provider. Information resource providers outside the College may, in turn, impose additional conditions of appropriate use, which the user is responsible to observe when using those resources.

III: Unacceptable Uses

It is the joint responsibility of all users to help avoid unacceptable uses such as but not limited to:

* Using the resources for any purpose, which violates federal laws, state laws or College policies.
* Using the resources for commercial purposes.
* Misrepresenting the user's identity or affiliation in the use of information technology resources.
* Creating, sending, storing or soliciting patently harassing, intimidating, abusive, or offensive material to or about others.
* Intercepting, disrupting, or altering electronic communications.
* Using another person's account, user ID, name, or password.
* Sharing of individual user accounts and resources with another person or another organization.
* Attempting to exceed, evade or change assigned specifications or limitation of an account without the approval of appropriate College personnel. Impeding the use of systems by others.
* Attempting to corrupt the system.
* Reproducing, copying, downloading or distributing copyrighted materials without authorization.

IV: Consequences

Abuse of these guidelines will result in possible legal action and/or official campus disciplinary procedures.  Incidents involving unacceptable uses will be handled through existing processes.