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Policy: SCCC Computer and Network Acceptable Use Policy for Non-Students  
Policy No: 3.08  
Approved: Board of Trustees: March 2006  
Revised: Board of Trustees: October 2016

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### **SCCC COMPUTER AND NETWORK ACCEPTABLE USE POLICY**

1. In support of its educational mission, SUNY Sullivan owns and maintains a number of information technology resources. These resources include wired and wireless local area network, access to shared network software and storage space, public computing facilities, support services, on-line Library databases and access to the Internet. Access to these resources is granted to all Sullivan faculty, staff and currently-enrolled students, as well as affiliates, guests and visitors. By sharing and using these resources, users accept full responsibility for their actions and agree that they will use these resources in an ethical manner. Individuals are also subject to federal, state, and local laws governing many interactions that occur on the Internet (*Cross Reference: Administrative Policies, Policy No. 3.29*).
2. Because we are an academic community, the faculty, students and staff of SUNY Sullivan honor intellectual property, respect the privacy of data, and respect the rights of others. As a carrier of information, SUNY Sullivan does not subject users' files to constant review. However, the College does make its best effort to educate the community in responsible use and respond when violations are pointed out.
3. College resources are provided solely for the education and research mission of Sullivan and may not be used for commercial or for-profit purposes. Users who express opinions and positions through the College's IT resources must make clear that these opinions and positions are those of the individual who posts them, not of the College. College resources should not be used for personal activities not related to appropriate College functions, except in a purely incidental manner. Employees should consult their supervisor or manager to determine reasonableness of personal use. Because the College is the owner of all IT resources granted to users, the College reserves the right to deny use to those who have used them in an irresponsible manner. Offenders may also be subject to disciplinary action through existing structures for faculty, students and staff of the College, as laid out in the relevant College Handbooks.

4. People who use both on-campus and external network media (including any communication performed on the network for any purpose) must do so responsibly, in a manner that constitutes respectful behavior as laid out in the Faculty, Student and Staff Handbooks. It is unethical not to adhere to this type of behavior, even when communicating with people outside the Sullivan community. For example, no form of harassment, as defined in the Student, Faculty and Staff Handbooks, will be tolerated within any media. In addition, all communications must include the sender's complete network address, unless the service explicitly invites anonymous communication. If someone requests you stop communicating electronically with him/her, you are required to do so immediately.
5. Students accessing "social networking services" such as Facebook, Instagram, Twitter, and others should carefully read the terms and conditions set forth by such services. Students are solely responsible for the content of their accounts. Neither IT nor SUNY Sullivan assume any responsibility for what students place there. Inappropriate material placed on social networking sites is subject to SUNY Sullivan's Responsible Use policy, the Student Conduct Process and the College's Harassment and Grievance Procedures.
6. People who use personally owned computers and mobile devices on the college network or wifi are responsible for ensuring that their devices are fully updated and protected against viruses, malware and other threats.
7. Each information technology resource - those existing on campus as well as external ones to which we are connected - has an owner. Attempts, even unsuccessful ones, to use or access any resource without the permission of the owner is a violation of this policy. All accessors must respect conditions of access and use stipulated by the owner. Although individuals are not the owners of accounts assigned to them (the College is the owner), they are the owners of the files they create, and have rights to privacy and responsibilities to control access by others - you must respect others' rights when you communicate with them over networks.
8. Accounts and passwords must not be shared with anyone including family members, friends, and other members of the SUNY Sullivan community. You will never be asked for your password by SUNY Sullivan Information Technology staff and you should be suspicious of anyone that requests it.
9. Anything less than adherence to the letter and spirit of copyright laws and regulations is unethical and possibly illegal. Users must abide by license agreements controlling copying and use of software and data.

10. Violations of this policy should be reported to the Director of Institutional Computing. Individuals found to be in violation of any portion of this Responsible Use Policy will face disciplinary action including, but not limited to, the restriction and possible loss of network and other information technology resource privileges.