

**Pensacola Junior College  
Information Technology Resources  
Acceptable Use Standard Guidelines**

### **1.0 PURPOSE**

The purpose of these guidelines is to establish requirements concerning the acceptable use of Information Technology (IT) resources at all Pensacola Junior College (PJC) campuses and centers.

### **2.0 SCOPE**

These guidelines apply to all users of PJC IT resources, including all students, employees, vendors, contractors and other visitors. IT resources include, but are not limited to, computer equipment and peripherals, applications, data and the supporting network infrastructure.

### **3.0 GENERAL USE**

PJC provides a wide variety of IT resources that are administered by Information Technology Services (ITS) and are intended for the academic pursuits of PJC students and faculty, and for the normal business of the college.

IT resources at PJC are property of the college and are subject to PJC policies concerning general use of facilities, services and equipment. The college's general policies for academic freedom and responsible, considerate, legal and ethical behavior also extend to the use of these resources. Since IT resources are not unlimited, the college may give priority to certain users or certain groups of users in support of its mission. The use of IT resources shall not be denied or abridged because of race, sex, religion, national origin, age, disability or marital status.

Anyone using a PJC IT resource is responsible for:

- recognizing and honoring the intellectual property rights of others, making attribution as appropriate;
- refraining from any illegal or improper activity that would lead to unauthorized access into any IT resource, system or user account;
- taking all reasonable steps to ensure the accessibility, confidentiality and/or integrity of PJC information and information technology;
- being ethical and respectful of the rights of others, including the rights to privacy;
- abiding by all other applicable college policies, standards, guidelines, and all federal, state and local laws pertaining to the use of information technology.

Computer and/or network accounts may be provided to students, faculty, and staff for academic pursuits, transmitting and receiving electronic mail and messages, daily business and administrative operations, and other authorized activities.

Account holders are responsible for the use of the account and the security of the information for which the account provides access. Accounts should be logged-off and/or locked when left unattended.

Accounts are for the use of the single individual for which they are provided. Account holders are not permitted to share accounts, the information provided by accounts, or account usernames and passwords with others.

Account passwords will be assigned and used in compliance with current account username and password standard guidelines.

#### **4.0 UNACCEPTABLE USE**

Following is a list of examples that constitute violations of these Acceptable Use Standard Guidelines. This is not a comprehensive list and other activities that are contrary to PJC policies, standards, and guidelines are still considered violations even if not specifically listed here.

- Browsing Internet sites, transferring information, or passing information through PJC email resources that contain illegal, obscene, or harmful content that is objectionable and inappropriate.
- Using PJC IT resources for personal financial gain or commercial purposes.
- Using PJC IT resources to impersonate another person or misrepresent authorization to act on behalf of others or PJC.
- Using PJC IT resources to harass another person, or to transmit to others or display images, sounds or messages that might be perceived by a reasonable person as, or have been identified as, harassing. (See PJC policies on sexual harassment and the student conduct codes.)
- Using PJC IT resources to invade the privacy of others or to make unauthorized use of their work. Users should not attempt to read or copy information belonging to others, or decrypt or translate encrypted material unless the information has deliberately been made accessible by the owner(s) or authorization has been obtained to do so.
- Intentionally bypassing any security feature(s) for the express purpose of gaining unauthorized access to a PJC network, a computer, or other information resource.
- Intentionally damaging, disabling, relocating, or removing computer systems, peripherals, network equipment or software for any purpose without proper authorization.
- Disabling, modifying, or removing software designed to protect against viruses, spyware and adware.
- Installing or connecting IT equipment to the PJC wired network without prior approval. PJC provides wireless network access on all campuses and centers for the use of students, faculty, staff, and some visitors.
- Installing software on PJC computers without prior approval. Procedures for requesting new software are addressed in the *PJC Software Installation Request Procedures*.

## **5.0 FILE SHARING AND COPYRIGHT INFRINGEMENT**

Federal copyright law applies to all forms of information, including electronic communications. Copyright infringement includes the unauthorized copying, displaying, and/or distributing of copyrighted material. All information should be considered protected by copyright law unless specifically stated otherwise.

Any use of PJC computers, networks, email systems, or web sites to transfer copyrighted material including, but not limited to, software, text, images, audio and video is strictly prohibited. Therefore the use of popular file sharing applications such as Limewire, BearShare, BitTorrents, etc. may be a violation of PJC guidelines and federal law.

Anyone using PJC resources to commit acts of copyright infringement may be subject to prosecution. Acts of piracy are violations of state and federal laws, and as such, may result in criminal charges.

Users found to be in violation of copyright laws will be disciplined according to procedures outlined in the *PJC Student Handbook* or the *PJC Employee Handbook*, as appropriate.

## **6.0 PRIVACY OF INFORMATION AND INCIDENTAL DISCLOSURE**

Guidelines concerning the privacy of information are addressed in the *PJC Information Privacy Standard Guidelines* and the *PJC Internet Privacy Statement*.

## **7.0 ENFORCEMENT**

The use of PJC IT resources is provided to students, faculty, staff, and some visitors as a privilege, not a right. In order to maintain this privilege, users are responsible for following the letter and the spirit of these Acceptable Use Standard Guidelines. PJC reserves the right to deny the use of PJC IT resources to any user(s) determined to be in violation of these guidelines.

Pensacola Junior College is committed to maintaining the integrity, security, and functionality of its IT resources. Failure to follow these guidelines may result in denial, revocation or suspension of privileges or in disciplinary action. PJC may also refer suspected violations of applicable law to appropriate law enforcement agencies for legal action.

## **8.0 REVISION HISTORY**

April 2, 2009  
September 15, 2008