

# Western Texas College Usage Agreement – Technology Infrastructure

## **Purpose**

Western Texas College (WTC) technology infrastructure facilities are either owned or operated by the College and include, but are not limited to, computers (including desktop, laptop, tablets), hardware, printers, copiers, scanners, Internet and intranet connections (wired and wireless), campus telephones and college-provided cellular phones, e-mail service, software, applications, and data. The WTC technology infrastructure is provided for the educational, instructional, research, and administrative needs of college students, faculty, staff, and other authorized personnel (users). Access to the WTC network is a privilege—it is paramount that all users exercise prudent, ethical judgment at all times when using WTC technology. This agreement is intended to promote awareness and to provide a framework for self-governance and the acceptable utilization of the WTC technology infrastructure for the purpose of ensuring the confidentiality, integrity, and availability of the network.

## **Usage**

WTC monitors utilization and reserves the right, without prior notice to users, to access any aspect of the technology infrastructure and to use any and all information (data) retrieved. Users do not have an expectation of privacy regarding the use of WTC technology. By using technology provided by WTC, users expressly consent to such monitoring, access, and use by the college. Information (data) contained on and collected by WTC resources and user accounts, including but not limited to e-mail, may be subject to inspection in accordance with federal and state laws. WTC does not attempt to articulate all required or unacceptable behavior by its users. Therefore, the self-governance of each user is relied upon. The following guidelines will assist users in this endeavor.

1. WTC technology is for educational, research, instructional, and administrative purposes only. Other acceptable uses may be allowed only upon receiving prior approval from a member of the college Administrative Staff.
2. WTC technology is not to be used for any unauthorized purpose to include, but not limited to, commercial purposes, unauthorized access to internal and/or remote computers, accessing offensive or pornographic websites, or non-college related activities.
3. Users are responsible and will be held accountable for the use and confidentiality of their assigned network credentials (usernames and passwords). Using the network credentials of another individual, or allowing the use of your network credentials by another individual is strictly prohibited.
4. Users shall not create, display, transmit, or make accessible threatening, racist, sexist, obscene, offensive, annoying or harassing language, e-mail messages, and/or material, including broadcasting unsolicited / unwanted e-mail messages (SPAM), or impersonating other users. WTC discrimination and harassment policies extend to communications via the technology infrastructure or otherwise.
5. Users are responsible for being aware of the licensing and copyright restrictions for any software used on technology provided by the college. Installation of software on college computers (including desktop, laptop, tablet) other than that provided by the college is prohibited unless authorization has been obtained from WTC Technology.

Users shall not download, reproduce and/or distribute copyrighted or licensed materials without proper authorization from the author or creator. Additionally, users shall not publish information, messages, graphics, or photographs on any web page without the printable permission of the author or creator.

6. Users shall not engage in activities to damage or disrupt the hardware, software, or any communication systems associated with the WTC technology infrastructure. Such activities include, but are not limited to, the creation and propagation of viruses, adware, spyware, and other forms of malware, wasting system resources, overloading networks with excessive data, or any attempt to circumvent data protection schemes or exploit security loopholes.
7. Users handling sensitive student or employee data shall take every necessary precaution to insure the security and confidentiality of that data is strictly maintained. Obtaining confidential data for personal use will be dealt with to the fullest extent of the law.
8. Users shall not access or damage any portion of WTC technology infrastructure or other college property, such as college records, or use the college technology infrastructure for illegal activities.
9. Users, upon learning of the misuse of the WTC technology infrastructure, should notify a college official immediately.

## **Enforcement**

All College policies and procedures are applicable to users of the WTC technology infrastructure. Any conduct, which violates local, state, or federal laws, will result in immediate loss of all access and will be referred to appropriate college officials and/or law enforcement authorities.

Western Texas College (WTC) is not liable for the actions of anyone connected to the Internet through the college technology infrastructure. All users will assume full liability, legal, financial or otherwise, for their actions.