

Article No.: 211

Approved: April 7, 2008

Reference: Articles 208, 209, 316, and 322

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## 211.1 - INTRODUCTION

The College's computer and information network is a continually growing and changing resource that supports students, faculty, staff and the outside community. These resources are vital for the fulfillment of the academic and business needs of the College community. Their use is provided as a privilege. In order to ensure a reasonable and dependable level of service, it is essential that each individual student, faculty, and staff member, must exercise responsible, ethical behavior when using these resources. Misuse by even a few individuals has the potential to disrupt College business, and, even worse, the legitimate academic and research work of faculty and students.

This policy outlines the application of the principles that govern our academic community in the appropriate use of College computer and information network resources. Because it is impossible to anticipate all the ways in which individuals may misuse these resources, this policy focuses on a few general rules and the principles behind them.

This policy applies to the entire user community of the College and to the use of any and all College owned or managed computer-related equipment, computer systems, and interconnecting networks, as well as all information contained therein.

## 211.2 USE OF RESOURCES

All users are expected to utilize College computing resources in a responsible manner consistent with policies outlined in the Tillamook Bay Community College Policy manual and approved by the Board of Education.

The unauthorized use of resources is prohibited and, in many cases, may be violations of the law. Unauthorized use includes, but is not limited, to the following types of activities.

### A. Harassment or threats to specific individuals, or a class of individuals:

1. Transmitting unsolicited information that contains obscene, indecent, lewd, or lascivious material or other material which explicitly or implicitly refers to sexual conduct.
2. Using e-mail or newsgroups to threaten or stalk someone.
3. Transmitting unsolicited information that contains profane language or panders to bigotry, sexism, or other forms of prohibited discrimination.

### B. Interference or impairment to the activities of others:

1. Creating, modifying, executing, or retransmitting any computer program or instructions intended to: (a) obscure the true identity of the sender of

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electronic mail or electronic messages, such as the forgery of electronic mail or the alteration of system or user data used to identify the sender of electronic e-mail; (b) bypass, subvert, or otherwise render ineffective the security or access control measures on any network or computer system without the permission of the owner; or (c) examine or collect data from the network (e.g., a "network sniffer" program).

2. Allowing unauthorized persons or organizations to use user computer accounts or TBCC network resources. Users are responsible for the appropriate use of all College computer access and accounts assigned them and must take all reasonable precautions, including password maintenance and file protection measures, to prevent unauthorized use. Users must not share passwords with anyone else or provide access to network resources to unauthorized persons.
3. Communicating or using any password, personal identification number, credit card number, or other personal or financial information without the permission of its owner.

C. Unauthorized access and use of the resources of others:

1. Use of College computer resources to gain unauthorized access to resources of this or other institutions, organizations, or individuals.
2. Use of false or misleading information for the purpose of obtaining access to unauthorized resources.
3. Accessing, altering, copying, moving, or removing information, proprietary software or other files (including programs, libraries, data, and electronic mail) from any network system or files of other users without prior authorization (e.g., use of a "network sniffer" program).
4. Making unauthorized copies of copyrighted materials. Users should assume all software, graphic images, music, and the like are copyrighted. Copying or downloading copyrighted materials without the authorization of the copyright owner is against the law, and may result in civil and criminal penalties, including fines and imprisonment.

D. Damage or impairment of College resources:

1. Use of any resource irresponsibly or in a manner that adversely affects the work of others. This includes intentionally, recklessly, or negligently (a) damaging any system (e.g., by the introduction of any so-called "virus," "worm," or "trojan-horse" program), (b) damaging or violating the privacy of information belonging to others, or (c) misusing or allowing misuse of system resources.

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2. Use of College resources for non-College related activities that unduly increase network load (e.g., non-business or -education related email, chain mail, network games, and spamming).

E. Unauthorized commercial activities:

1. Using College resources for one's own commercial gain, or for other commercial purposes not officially approved by the College, including web ads.
2. Using College resources to operate or support a non-College related business.
3. Use of College resources in a manner inconsistent with the College's contractual obligations to suppliers of those resources or with any published College policy.

F. Violation of city, state, or federal laws:

1. Pirating software, music, and images.
2. Effecting or receiving unauthorized electronic transfer of funds.
3. Disseminating child pornography or other obscene material.
4. Violating any laws or participating in the commission or furtherance of any crime or other unlawful or improper purpose.

### 211.3 - WHEN INAPPROPRIATE USE OF COMPUTER RESOURCES OCCURS

The use of College resources is a privilege. The resources have always been, and will remain, the property of the College.

It is each user's responsibility to promptly report any violation of this policy to the Dean of Administrative Services.

Reports of unauthorized use or misuse of computer resources will be investigated pursuant to standard College procedures. All illegal activities will be reported to local, state, or federal authorities, as appropriate, for investigation and prosecution.

While the College desires to maintain user privacy and avoid the unnecessary interruption of user activities, the College, at the direction of the College President, reserves the right to investigate any suspected unauthorized or improper use of College resources (as described above). As directed by the College President, investigations may be initiated which could include the inspection of data stored or transmitted on the network. In the event that use is determined to be contrary to College policy or applicable law, appropriate measures will be

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taken. These measures may include, but are not limited to, permanent or temporary suspension of user privileges, deletion of files, disconnection from the Tillamook Bay Community College network, referral to student or employee disciplinary processes, and cooperating with the appropriate law enforcement officials and government agencies.

#### 211.4 - INFORMATION ON APPLICABLE LAWS AND STATUTES

All users of the College computer and information resources are expected to be familiar with and to abide by College policies, as well as local, state, and federal laws relating to electronic media, copyrights, privacy, and security. As a condition of being granted internet and network access, employees of the College complete and sign a user agreement affirming an understanding and intention to abide by these acceptable use guidelines. A summary of these guidelines are also posted at various locations across campus where they are freely accessible by students and other non-employee users.

#### 211.5 - QUESTIONS RELATING TO THIS POLICY

The examples of unauthorized use set forth above are not meant to be exhaustive. Whenever in doubt regarding an issue of questionable use, it is in the user's best interest to resolve the issue before pursuing any questionable use of College computing resources. Questions of appropriate use should be addressed to the Dean of Administrative Services.

ADMINISTRATIVE RULE NO.: D022

RELATED TO POLICY SERIES NO.: 400

TITLE: LIBRARY AND/OR LEARNING RESOURCE CENTERS

LAST APPROVED: DECEMBER 2, 2008

#### D022.1 - RESPONSIBILITIES

The Library and/or Learning Resource Centers provide library and audiovisual services for Tillamook Bay Community College.

They provide a full set of policies and procedures for its staff. They also publish a handbook for faculty on how to use services.

#### D022.2 - ACCESS TO INFORMATION

The Library and/or Learning Resource Center works to help students and staff want and gain the widest possible access to materials.

- Activities - The Library and/or Learning Resource Center purchases and organizes a multi-media collection of resources. It promotes their use and monitors their return, so others can use them. It links with libraries throughout the country and uses technology to gain ready access to information. In order not to discourage use of the collection, charges to students and staff are minimal.
- Limitations - The Library and/or Learning Resource Center will only purchase materials to be housed in the Library and/or Learning Resource Center; it will not purchase office or laboratory collections. To maximize the variety of materials available, it may limit spending for multiple copies or lesser used items.

#### D022.3 - CURRICULUM FOCUS

The primary mission of the Library and/or Learning Resource Center is to support the instructional process by providing and promoting use of materials relevant to Tillamook Bay Community College's curriculum.

- Activities - The Library and/or Learning Resource Center encourages faculty selection of materials and will recommend materials to them. It will advise on effective use of materials. It provides database searching, interlibrary loans and extended-loan periods to faculty involved in class preparation.
- Limitations - The Library and/or Learning Resource Center restricts use of equipment and expensive resources (films, reference books, etc.) to instructional use. It limits access of outside agencies and the public to materials needed for classes. It reserves the right to refuse the purchase of materials expensive and tangential to the curriculum.

#### D022.4 - COMMUNITY SERVICE

The Library and/or Learning Resource Center are part of a public institution which

encourages use by the public. The Library and/or Learning Resource Center, therefore, welcome the public.

- Activities - The LRC registers community members and extends borrowing privileges.
- Limitations - Non-TBCC user privileges are somewhat restricted to protect the needs of faculty and students. They do not extend to precollege students.

#### D022.5 - COLLECTION SECURITY

The Library and/or Learning Resource Center have an obligation to protect/guard/retrieve public property.

- Activities – The Library and/or Learning Resource Center controls unauthorized removal of material. It maintains a database of people using materials, sets timelines for return of materials and charges fines for delinquent users. It will bill patrons for lost or damaged materials and hold transcripts.
- Limitations - The Library and/or Learning Resource Center will not fine faculty, but it will bill them for materials held over two quarters.

#### D022.6 - LEGAL RESPONSIBILITY

The Library and/or Learning Resource Center follow laws relevant to copyright and privacy issues.

- Activities - The Library and/or Learning Resource Center staff are aware of copyright restrictions. The staff will post the restrictions and limit services accordingly. A file of licenses for classroom and public display of media is maintained.

Patron information is not publicly available; staff will not divulge who uses what.