



## Administrative Procedures (AP)

<b>Administrative Procedure:</b> <b>INFORMATION TECHNOLOGY: ACCEPTABLE USE</b> <b>POLICY ADMINISTRATION</b>	<b>Procedure Number:</b> <b>AP1:4.10.01A</b>
<b>Board Policy</b>	<b>Adopted by President's</b> <b>Cabinet</b> 1/14/02
<b>Applicable WAC/RCW:</b>	<b>Page 1 of 2</b>

The purpose of Cascadia Community College's Information Technology Acceptable Use Policy (BP1: 4.10) is to guide students, faculty and staff in the acceptable use of information and technology provided by the college. It clearly establishes rules and prohibitions that define acceptable use of college systems and technology. Students enrolled in credited classes, faculty, and staff are required to sign a document acknowledging that they have read and understand the Acceptable Use Policy.

### Student Accounts

The Information Technology department audits the college's systems for unauthorized use or access. If the audit uncovers a first-time violation of the Acceptable Use Policy by a student from the Cascadia community, the network access for that account will be temporarily disabled. A note will be put on the student's account stating that he/she will need to talk to one of the Information Technology System Administrators or the Director of Computing & Technical Services, depending upon the seriousness of the infraction. If such a note exists on a student account, the account cannot be enabled by anyone other than a System Administrator or the Director of Computing & Technical Services.

The System Administrator or the Director of Computing & Technical Services will meet with the student to discuss the infraction as well as to go over the Acceptable Use Policy. After the meeting, Information Technology can either reactivate the account or if the matter cannot be resolved it would be forwarded to the Vice President for Student Success Services (or delegate), depending on the situation. If the matter is referred to the Vice President for Student Success Services, Information Technology will keep the account disabled and will wait for further instruction from the Vice President for Student Success Services.

If this is not the first infraction, the Vice President for Student Success Services (or delegate) will be notified for appropriate action.

### Staff and Faculty Accounts

The Information Technology department audits the college's systems for unauthorized use or access. If the audit uncovers a first-time violation of the Acceptable Use Policy by

a staff or faculty member from the Cascadia community, an e-mail will be sent to that employee's attention, with a copy to their supervisor. The e-mail will detail the nature of the infraction and will request a one on one meeting within a week with one of the System Administrators or the Director of Computing & Technical Services and the individual's supervisor. If Information Technology does not hear from the staff or faculty person within the week, a notification will go to his/her supervisor for appropriate action.

If this is not a first-time violation, Information Technology will directly notify the employee and supervisor for appropriate action.