

JAMES A. RHODES STATE COLLEGE
HUMAN RESOURCES POLICY STATEMENT

This policy and/or procedure provides operating principles for Human Resources issues at James A. Rhodes State College. It supersedes any prior policy covering the specific subject. This policy and/or procedure may be suspended, modified or cancelled as determined by the College. This policy and/or procedure does not create a contract of employment, nor is it a condition of employment between the College and its employees.

This policy and/or procedure is provided on-line for the convenience of access for College employees. The original policy will be the governing copy and is on file in Human Resources.

(Specific Policy Follows on Next Page)

COMPUTER RESOURCES AND FACILITIES POLICY

Policy 6.14
BOT 4-16-96

Applies to: All Faculty, Staff, Students, Business Partners, Clients and other External Agents

A. Policy

It is the policy of James A. Rhodes State College to provide College faculty, staff, students, business partners, clients, and other external agents equitable access to the College's computer resources and facilities. Use of the College's access to off-campus facilities including, but not limited to, the Internet will be granted based upon need. The use of the College's computer resources and facilities and all other subsequent uses therein, will be administered by the guidelines listed below. It is the College's policy herein, that in exchange for access to and use of these resources and facilities, the user agrees to abide by these guidelines.

B. Guidelines

1. The use of the College's computer resources and facilities is a privilege which may be revoked at any time by College administrators for misuse or abuse of these resources and facilities. Misuse or abuse of the College's computer resources and facilities, includes but is not limited to, the following:
 - a. Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose;
 - b. Unauthorized transfer of a file;
 - c. Unauthorized use of another individual's identification, password, or account number to access computer resources and facilities;
 - d. Use of computing resources and facilities to interfere with, interrupt, or disrupt the work of another College/Campus student or faculty/staff member;
 - e. Use of computing resources and facilities to enter, store, or transmit obscene, abusive, menacing, or harassing messages or materials;
 - f. Use of computing resources and facilities to interfere in any way with the normal operation of the College/Campus;
 - g. Use of computing resources and facilities for any unlawful purpose, e.g., using one's own illegally obtained software.

The College reserves the right to determine what constitutes obscene, abusive, or menacing or harassing messages or materials.

2. Violation of this policy by faculty or staff members shall be subject to the terms of College Policy 5.5, Disciplinary Action and Due Process,

commensurate with the offense and/or applicable Ohio Revised Code and Federal Law. Violation of this policy by students shall be subject to the terms of the College's Code of Student Conduct, commensurate with the offense and/or applicable Ohio Revised Code and Federal Law. For business partners, clients and all other users, violation of this policy shall result in denial of access and criminal or civil charges as appropriate.

3. Access to the Internet will be authorized by appropriate James A. Rhodes State College personnel. Students will be authorized by faculty; faculty and staff will be authorized by chairs, deans and administrative staff; adjunct faculty will be authorized by chairs and deans; and business partners, clients and other external agents will be authorized by administrative staff. All access will be authorized based upon legitimate need.
4. Information contained on the Internet and other systems is somewhat unpredictable. The College will be held harmless if a user enters an area of the Internet or other systems which the user finds objectionable.
5. The College is not responsible for any damages resulting from loss of privacy. No privacy is implied or guaranteed by the College while using the College's computer resources and facilities.
6. All information obtained or shared via the College's computer resources and facilities is intended to be for general information and entertainment of all users and is in no way intended to refer or be applicable to any specific person, case, or situation. The College will be held harmless in any of these circumstances.
7. If access to the College's computer resources and facilities is interrupted or becomes unavailable for any cause, the College will be held harmless in these circumstances.