



## **Technology Acceptable Use Policy**

The purpose of the technology acceptable use policy is not to restrict educational use of technology but to protect employees, students, and the institution from malicious and illegal actions. This policy applies to all technology systems, which includes computers, email, websites, and the wireless system.

The college expects that all use of technology resources will be used in a responsible and ethical manner. All use must not violate local, state, federal, or international laws or regulations

By using MCC technology, individuals agree not to use the technology to gain access to information they are not authorized to use, bypass or disable security controls, misrepresent themselves or others, harass others, commit illegal actions, cause disruptions to network systems, send spam messages, intentionally infect systems with malware, remove security controls or change administrator passwords, make unauthorized copies of copyrighted or licensed material, or to make visible or audible material that may be reasonably construed as offensive to other individuals.

Safeguarding the college's information resources is the responsibility of all individuals. By using and having access to MCC technology, individuals agree to take reasonable action to protect college data. Such action includes not sharing account passwords with anyone and never giving access to computers or sensitive information to others. Only MCC Information Technology (IT) personnel are permitted to repair college owned devices or change information security controls. Suspicions of data loss or malware on devices must be immediately reported to the IT department Help Desk.

Personal use of MCC technology is permitted where such use does not interfere with the educational goals of the college. Personal use must adhere to this policy and will be subject to the same monitoring and disciplinary action as institutional uses, which includes the possibility of Freedom of Information Act (FOIA) requests. Personal use is restricted to the tools available as part of the delivered technology. Configuration changes will not be made to accommodate personal use.

Access to technology at MCC is a privilege that can be withdrawn when an individual abuses it. By using MCC technology you agree to the above standards of technology acceptable use. Failure to comply with this policy may result in loss of access, loss of employment, or removal from academic programs. Users of Muskegon Community College computers, email, accounts, mobile devices, network resources, internet access, and other information systems should have no expectation of privacy, as these systems are subject to monitoring and review.