

SUBJECT: Technology Use and Ethics

Midland College employees are expected to use institutional technology equipment in the best manner possible to fulfill the stated mission of the College. Employees will acknowledge in writing that:

- Employees have no privacy rights concerning information stored on, and transmitted via institutional computer equipment. Excluding the administrative computers, employees should not expect personal or private information stored on institutional-connected computer equipment to remain private.
- Without prior notice, Midland College can access, disclose, use, or remove both business and personal communications and information from institutional computer equipment.
- Midland College may conduct random audits to verify that institutional computer equipment is clear of viruses, Trojan horse programs, or other malicious software as well as check that institutional computer equipment is used in accordance with Midland College policies.
- Midland College will investigate complaints about any institutional computer equipment use that is thought to violate computer use and ethics policies as well as monitor Internet activity.
- Midland College will report any institutional computer use believed to violate standing federal, state, and/or local laws to the appropriate authorities.

This policy applies to any hardware and related software that could be used to access college resources and all devices and accompanying media that fit the following device classifications:

- Desktop/Laptop/Notebook/Tablet computers
- Mobile/Cell phones
- PDA's
- Home or personal computers used to access college resources
- Mobile devices capable of storing college data or connecting to an unmanaged network.

Institutional employees are expected to set an ethical example for students and the community through,

1. Adherence to Policy No. 05:09:05. This policy is intended to protect the privacy of students as required in the Family Education Rights and Privacy Act (FERPA) of 1974 by not sharing personal information with third parties and by preventing unauthorized access; and

2. Avoidance of the following prohibited activities while using Midland College computer equipment:
 - Accessing institutional computer equipment without specific authorization.
 - Accessing third-party computers without proper authorization.
 - Stealing and/or sabotaging institutional computer equipment, including programs and files.
 - Using hacker programs and/or techniques to try to access either institutional computer systems or external computer systems.
 - Using unauthorized software or hardware on institutional computer equipment.
 - Operating a personal business using institutional computer equipment.
 - Installing, transmitting, or storing unauthorized/inappropriate software, images, jokes, spam, or personal correspondence.
 - Sending network-wide broadcast messages to the entire Midland College community for non-emergency or institutional purposes without proper authorization.
 - Contracting with a third-party vendor to host a web page or website promoting Midland College programs, departments and/or events without prior approval.
 - Using institutional computer equipment in any manner that violates federal, state and/or local laws or other Midland College policies.

An employee found to have violated any provisions of Policy 05:09:05 may be subject to disciplinary actions in accordance with established Midland College Discipline Policies.