



BOARD POLICIES

DIVISION X. Information Technology	POLICY NUMBER 10.01.01 [1]
CATEGORY 10.01.01 Responsible Use of Information Technology	DATE Adopted: 11/1995 Revised: 05/2006, 12/2009, 11/2009, 08/2020

10.01.01 RESPONSIBLE USE OF INFORMATION TECHNOLOGY

Overview

Joliet Junior College (JJC) provides the technology and information environment to support its educational activities and administrative functions. These Technology Resources, including network and wireless infrastructure, computing systems, email, software, internal and external data, voice, video, and Internet services, are shared resources which are operated by and are the sole property of the JJC. To ensure and maintain secure and reliable operations, JJC expects all users, including students, faculty, staff, administrators, other employees, contractors, vendors, guests, visitors and members of the general public using the JJC’s Technology Resources, whether on-campus or remotely off-campus, to abide by the JJC Responsible Use Policy, related policies and procedures, and all applicable federal, state, and local laws.

Purpose

Users are granted access to JJC’s information resources for legitimate business use. Users are reminded of their responsibility to protect JJC’s information technology resources and assets from unauthorized disclosure or loss, and to conduct themselves in a moral, ethical and lawful manner. Willful misuse, defined as a breach of this Policy, provides grounds for disciplinary and enforcement action.

Unauthorized or inappropriate use of technology resources and electronic communications systems causes, among other things, communication, network and server congestion, and safety concerns. These systems represent a considerable commitment of JJC’s resources. This policy is designed to help Users understand JJC’s expectations for the use of these resources.

Policy

This policy applies to all users, including students, faculty, staff, administrators, other employees, contractors, vendors, guests, visitors and members of the general public who



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use the College Technology Resources. These users are required to take reasonable and necessary measures to safeguard the operating integrity of JJC-owned or JJC-leased Technology Resources. Users are required to prevent access by unauthorized users while acting to maintain a working environment conducive to carrying out JJC’s mission of instruction, scholarship, and public service. The College expects that all members of its community act in accordance with these responsibilities, relevant laws and contractual obligations, and the highest standards of ethics. The user agrees to hold harmless the College, its employees and agents from any claim arising out of the user’s breach of this Policy.

Prior to utilization of the JJC Technology Resources, employees and students are provided with the Appropriate Use documentation that they should read and understand. These documents are available on the portal and are provided annually to employees and students. Employees and students should consult their supervisors or classroom instructors, respectively, about questions related to the appropriateness of such uses.

Expectation of Privacy

Users should have no expectation of privacy and waive all privacy rights in anything they create, store, send or receive JJC’s systems subject to JJC’s statutory or policy privacy obligations. All e-mail and electronic records are subject to disclosure to enforcement agencies in connection with civil litigation or regulatory investigation as well as other disclosures required by state, local or federal law. Whether such documents are subject to disclosure shall be within the sole discretion of JJC.

Consent to Monitoring

JJC maintains the right to monitor, review, audit, intercept, access, block and disclose all aspects of its electronic systems. This includes, but is not limited to, email messages and other electronic messages, Internet site access, chat and newsgroup activity and downloaded or uploaded material. Inappropriate activity will be reported to a User’s immediate supervisor. In the event that users encounter inappropriate content while



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browsing the Internet, they should immediately disconnect from the site, regardless of whether the site was subject to blocking software.

Access to Technology Resources

Only authorized users are granted access to Technology Resources, and users are limited to approved applications and levels of access rights which are defined by the supervisor or by the College. Access control for Technology Resources is achieved minimally via user IDs that are unique to each individual user to provide individual accountability. Any user accessing the College networks and systems must be authenticated. The level of authentication must be appropriate to the data classification and transport medium.

Appropriate Use of Technology

The College’s Technology Resources are used to support its teaching, research, service, social, administrative, and union functions. Activities deemed to be appropriate uses of College Technology Resources are documented in Procedure 10.01.01.00 Appropriate Use.

Prohibited Use of Technology Resources

Use of College Technology Resources for purposes other than those identified in the Appropriate Use Procedure is not permitted. Users are prohibited from using the College Technology Resources in any manner including, but not limited, to those identified in the Procedure 10.01.01.01 Prohibited Use.

Administrative Systems Access

College employees will be given access to the College’s administrative systems as needed. Accounts and security clearance must be authorized by a Director or Vice-President.

Internet



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The Internet provides a means of accessing information useful for students, employees, and guests of the College. Users should abide by the Procedure 10.01.01.02 Internet Appropriate Use.

Network Use and User Accounts Guidelines

The primary purpose of the College’s network is to serve members of the campus community – JJC students, faculty, staff, and guests. Use of the College’s Network, Internet connection and email resources is a privilege and it is expected that all users given access abide by the Procedure 10.01.01.03 Network Prohibited Use. The College reserves the right to extend, restrict, or deny privileges and access to its Technology Resources.

Security Controls

Attempts, successful or unsuccessful, to alter system software, to bypass security protocols, introduce viruses, worms, or other malicious or destructive programs, or otherwise “to hack” are expressly forbidden. Anyone who attempts to breach or breaches security will be prosecuted or disciplined to the fullest extent of the law and/or College policy.

Internet Service Provider Policy Guidelines

The College is bound contractually to the guidelines given in Acceptable Use Policies of its Internet provider(s) in regard to electronic traffic originating from the College. Individuals with questions regarding Internet provider guidelines may contact the IT department.

Enforcement and Penalties

Individuals or groups who act in a manner contrary to existing policy for acceptable use or who take actions which have legal implications are subject to appropriate sanctions. The College reserves the right, at all times, to suspend or revoke the privilege of access to College Technology Resources. Violations of this policy shall be cause for disciplinary review. Alleged violations of this policy shall be subject to, but not limited to the procedures outlined in the College Board Policies, College collective bargaining



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agreements, Employee Full and Part-time Handbooks, Student Worker Handbook, Student Handbook, and the Student Code of Conduct. Penalties for non-compliance may include but are not limited to:

- A. Suspension or usage restrictions of Internet service and E-mail/messaging services.
- B. Internal disciplinary measures, including discharge.
- C. Initiation of criminal or civil action, if appropriate.

JJC reserves the right to amend or otherwise revise this document as necessary to reflect future changes made to its Technology Resources.