

Board of Education Series 1000

## **ELECTRONIC INFORMATION RESOURCES**

Electronic information resources at Chemeketa Community College are to be used in a manner that supports the educational mission of the college. The Chemeketa mission and values encourage teaching and learning, research, creativity, collaboration and the free exchange of ideas in a climate of openness and respect.

Electronic information resources include, but are not limited to, administrative software systems, electronic hardware and software and related communications systems like electronic mail (e-mail), voice mail, Web pages, electronic bulletin boards, fax transmissions and teleconferencing.

In general, the same ethical and professional conduct that applies to other college activities applies to the use of electronic information resources. Users must show respect for college property, respect for others, and bear responsibility for their actions. Current college Policies and Procedures, the Student Rights and Responsibilities document, and collective bargaining agreements define appropriate ethical and professional conduct for electronic information users. (See Policy #1760, Continued-2 for a list of applicable policies and procedures.)

In addition, all electronic information resources must be used in compliance with FERPA (Family Educational Rights and Privacy Act), copyright and all other applicable international, federal, state, and local laws.

Specific web site and web page guidelines help all users maintain coherence, accuracy, and quality across the college's Web site. (See procedures #1761 and #1762.)

Guidelines for data access and use of the college administrative software have been developed to support appropriate access, privacy, and security of the system. They are posted on the college's intranet.

Chemeketa Community College owns, operates and maintains a computer network system including Internet connections, an Intranet, a bulletin board system, and a Web site. Access to the Intranet system is restricted to faculty, staff, students or others as approved by the college.

The computer network system is available to approved users in support of the educational mission and values of the college. The network system is not to be used for private enterprise. College policy and procedures outline the appropriate ethical and professional standards for use of the system. International, federal, state and local laws govern the use of the system as well.

December 18, 1996

*Adopted Board of Education*

January 17, 2001

*Revised*

Board of Education Series

**ELECTRONIC INFORMATION RESOURCES** (Continued)

**Applicable College Policies and Procedures**

**Applicable College Policies:**

0010, Philosophy and Mission  
0020, Mission, Vision, Values  
1710, Rebates and Gifts  
1720, Affirmative Action and Disability Programs  
1750, Non-Harassment  
2220, Political Activity of Staff  
2240, Solicitation of Funds  
2260, Advertising, Distribution, or Sale of Merchandise;  
2270, Presentations on Campus  
2280, Removal or Exclusion of Person(s) from Campus  
3070, Inquiries for Employee Information  
4110, Library and Media Services  
4210, Use of Copyright Materials  
4220, Removal of a Student from Classroom/Office/Site  
5000, Student Rights and Responsibilities  
6250, Use of Equipment, Services, Facilities  
6251, Staff Removal of Equipment from Campus  
7010, Community Services  
7110, Communications  
5010, College Board Policy

**Applicable College Procedures:**

1720, Affirmative Action and Disability Programs  
2220, Political Activity of Staff  
2240, Solicitation of Funds  
2260, Advertising, Distribution, or Sale Merchandise  
2270, Presentations on Campus  
2280, Removal or Exclusion of Person(s) from Campus  
4210, Use of Copyrighted Materials  
4220, Removal of Student from Classroom/Office/Site  
5010, Student Rights and Responsibilities  
6250, Use of Equipment, Services, Facilities  
6251, Staff Removal of Equipment from Campus