

Purpose of Computer-Use Policy

Brookhaven College is committed to providing a climate that is conducive to the personal and professional development of each individual. In order to fulfill its multiple missions as an institution of higher learning, the District encourages a climate that values and nurtures collegiality, diversity, pluralism, and the uniqueness of the individual within our state, nation and world.

Use of Brookhaven College/District computing resources and facilities requires that individual users act in compliance with applicable policies and procedures.

Computing resources and facilities include, but are not limited to college- and district-owned host computer systems, networks, peripheral equipment, such as modems, terminals, printers, computers and workstations, software, data sets, and storage devices, eg. CD-ROMs, hard and soft disks, etc., and all computer communications controlled, administered, or accessed directly or indirectly by the District or by any user, which may or may not be on District property.

Report to your supervisor or the Information Technology Department any improper use of computer resources and facilities which may include:

- a. breach of computer security;
- b. unauthorized access to computing resources;
- c. release of password or other confidential information on computer security;
- d. harmful access;
- e. alteration, damage, or destruction of data;
- f. injection of destructive computer virus;
- g. invasion of privacy;
- h. reading files without authorization;
- i. criminal and illegal acts;

Authorized Use

Employees, students and other authorized users shall not permit persons who are not authorized by the District to have access to or to use the District's computers, software, or documentation. The following statements address, in general terms, the District's policies concerning computer use.

- Users must respect the integrity of computing resources and facilities, respect the rights of other users, and comply with all relevant laws (local, state, federal and international);
- all users should be aware that property laws apply to the electronic environment;
- computing resources of the District, which include the hardware, software, and network environment, shall not be used for illegal activities;
- any illegal use of resources will be handled by appropriate District authorities and/or other legal and law enforcement agencies. Criminal and illegal use may involve, but is not limited to unauthorized access, intentional corruption or misuse of computing resources, theft, defamation, obscenity, child pornography, and harassment based upon race, ethnicity, sex, national origin, disability, age, religion, or sexual orientation.

The complete and official Computer-Use Policy is available through the following offices or online.

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- 1. BHC Human Resources Department**
- 2. BHC Information Technology Department**
- 3. Online at www.BrookhavenCollege.edu**
Click on the letter "C" to go to Computer/Resource Use Policy or on the DCCCD Web site at www.dcccd.edu

Brookhaven College is proud to be designated as a Hispanic Serving Institution as defined by the U.S. Department of Education, with more than 25 percent Hispanic enrollment. Educational and employment opportunities are offered by Brookhaven College without regard to race, color, age, religion, national origin, sex, disability or sexual orientation. Brookhaven College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the associate degree. Contact the Commission Colleges at 1866 Southern Lane, Decatur, GA 30033-4097 or call 404-679-4501 for questions about the accreditation of Brookhaven College. July, 2009, #906090, dm.

Information Technology Department

Policy at a Glance:



IT ALL BEGINS HERE.



Brookhaven College

DALLAS COUNTY COMMUNITY COLLEGE DISTRICT

Brookhaven College Computer Use Policy

For your protection and the good stewardship of public resources.

Campus and District Policy

Employees of Brookhaven College must comply with the Computer-Use Policy as approved by the Dallas County Community College Board of Trustees, Policy Manual CR-Local, CR-Regulation. Failure to comply with the Computer-Use Policy could result in

- disciplinary actions including restriction or revocation of access to District computing resources and facilities
- or termination of employment

Software Use

Software is defined as a set of step-by-step instructions that tell the computer how to perform a task.

The following items address software issues:

- No employee, student, or other authorized user shall duplicate any software without authorization.
- No employee, student, or other authorized user shall install any software on District equipment without prior approval from the Brookhaven College Information Technology Division.

IMPORTANT: Failure to comply with the Computer-Use Policy could result in disciplinary action, restriction or revocation of access, or termination of employment.

- Use of any particular software shall be limited to the specific number of machines permitted by the license agreement.
- In most instances, the Fair-Use Doctrine does not apply to software.
- The Face-to-Face Teaching Exemption is available only if the use of the software itself is being taught.
- Employees, students and other authorized users may use individually owned software on District computers only if the user can provide proof of a license to use the software from the copyright owner.
- Only employees, students, and other authorized users shall access computer networks. Networks may be used only to further the goals of Brookhaven College/District.
- Unauthorized users are not permitted to use the District's computers, software, or documentation.
- This regulation reflects fundamental copyright law.

QUESTIONS AND ASSISTANCE

Should you have any questions about the Computer-Use Policy, please contact:

Information Technology Department

972-860-4822

Room A210

Technical problems with your computer and requests for service should be submitted as a work order to the following e-mail address.

Computer, BHC@dcccd.edu

To access an Information Technology work order/service request form:

1. Access a new e-mail screen.
2. Address message to: **Computer, BHC**
3. Type Subject: Work Order Request
4. Tab down to message area
5. Press F11
6. Change to: Drive X:
7. Double-click the file: Support
8. Press the keys: Ctrl – Home
9. Complete the work order process and press "Send."



Work orders must include

- a brief description of the problem;
- the BHC inventory control number located on the computer's central processing unit, CPU;
- the room number identifying the location of the CPU.