



<p>Non-Employee / Non-Student INTERNET ACCESS FORM</p>

Internet/Computer Usage Policy

Prohibited Sites

Non-Employees/Non-Students shall use the Internet and electronic mail for appropriate business related purposes only. Certain websites are absolutely prohibited at all times, such as sites containing pornography or advocating discriminatory, hateful or violent actions. The receipt or transmission of obscene, illegal, violent, discriminatory or other information that may result in harassment or defamation are strictly forbidden at all times.

Personal Use during Business Hours

Access of non-business web-sites or use of e-mail for personal use during business hours is discouraged and may result in lost privileges. The College system shall not be used to circulate or forward jokes, inspirational material, or other business non-college related items. Mass e-mailings, even for College-related messages, are rarely appropriate and solicitations are strictly prohibited. Whether a Non-Employee/ Non-Student has abused the College's authorization for internet access is determined by the college.

Expectation of Privacy

Internet communications should not be expected to remain private and confidential. Computers and related equipment are College property provided for each Non-Employees/Non-Students legitimate business use. All messages sent on electronic and telephone communication systems provided by the College remain the property of the organization. As such, the College reserves the right to access, intercept, and disclose the content of any message or deleted message with or without permission, prior or otherwise. The Non-Employee/Non-Student does not have any expectation of privacy or preservation in any e-mail messages or their content in any aspect of any computer system provided, owned or controlled by the College.

Inappropriate Material or Messages

E-mail and the Internet shall not be used to communicate, forward, duplicate, or retrieve any discriminatory, offensive, disruptive, obscene, sexually oriented, inflammatory, violent, or otherwise inappropriate material or messages. Such material or messages shall not be uploaded, downloaded, stored, sent, or received from or using any component of any computer system provided, owned or controlled by the College. E-mail, the Internet, and any component of any computer system provided, owned or controlled by the College shall not be used to harass or stalk any person or group or to create or contribute to a discriminatory or hostile work environment. Non-Employees/Non-Students are required immediately to report any activity that violates this policy to a supervisor or the persons designated to receive and investigate harassment claims.

Access Codes and Passwords

All access codes and passwords are to be kept strictly confidential. Non-Employees/Non-Students should not provide access or passwords to any outside party. Confidential information should never be transmitted over the Internet without proper encryption. All software must be used in accordance with its license agreements and copyrights. No software may be loaded, downloaded or copied without first obtaining the permission of the College. No Non-Employee/Non-Student shall use College equipment or facilities knowingly to download or distribute pirated software or data. The College data and databases are private and confidential. No College databases or data may be uploaded or otherwise transferred to persons or entities outside the College without the prior written approval from the Network Services Manager in Information Technology Services.

Duplication

Consistent with the College's ownership of its computers and servers, no Non-Employee/Non-Student has any expectation of privacy in any file or document stored, modified, or created on a College-owned computer, server, or similar device. Whenever a Non-Employee/Non-Student leaves the College for any reason, all files of the Non-Employee/Non-Student on College computers or servers, including, without limitation, email and files or documents on any drives, may be duplicated onto discs for storage, use and reference.

Reporting to the System Administrator

If any pornographic or unsolicited material appears or pops up on your computer screen, notify the Help Desk immediately. Do not open email or attachments to emails unless the sender is known and the Non-Employee/Non-Student is certain that neither the message nor the attachments are contaminated with a virus. Do not load or download any program or software without proof of a license.

Removal of Access, HR

Human Resources may from time to time or at any time direct that a Non-Employee/Non-Student be removed from access to some or all of the College's computer system. The Non-Employee/Non-Students shall not be permitted to have some or all of the access returned without the prior express written approval of Network Services Manager in Information Technology Services or Executive Director in Human Resources.

INTERNET/COMPUTER USAGE POLICY ACKNOWLEDGMENT

I acknowledge that I have received, read and understand the Internet/Computer Usage Policy of the Community College of Allegheny County (CCAC) effective April 7, 2005. I represent and agree that I will abide by CCAC's Internet/Computer Usage Policy.

I further understand and agree that this Acknowledgment and a copy of my Driver's License will be placed on file in Information Technology Services and Human Resources and will become a permanent part thereof.

Computer User (*Print name clearly*) Computer User (*Signature*) Birthdate Date

Responsible CCAC Administrator: Please complete all fields; empty fields may result in a delay to access being granted.

Department Campus/Center/Location **Computer User's Assigned Colleague ID#**
(Person Record to be entered or located by Dept)

Will this person be present on campus? No Yes
Email account requested? No Yes
Blackboard Account requested? No Yes
Account Activation Date Requested Account Expiration Date

Explain why this privilege is needed and approved: i.e. what service does the user perform:

PLEASE ATTACH A COPY OF THE USER'S DRIVER'S LICENSE WITH THIS APPLICATION.

Responsible CCAC Administrator Responsible CCAC Administrator Date
(Print name clearly) *(Signature)*

Campus President/Vice President and Chief Information Officer Authorization Required:

Campus President/Vice President Campus President/Vice President Date
(Print name clearly) *(Signature)*

CIO CIO Date
(Print name clearly) *(Signature)*

Forwarded to CCAC Helpdesk on _____
(Date) *HR Initials*