

The Community College of Allegheny County Computer Access Code of Conduct For Employees

To promote the most effective and beneficial use of College computer resources (equipment, software and facilities), and to protect the free exchange of information and ideas, the Community College of Allegheny County must rely upon its users of those resources to govern their conduct by the basic principle of mutual respect.

CCAC acceptable computer user conduct includes the following:

- Using computer resources primarily for scholarly and job related duties
- Respecting the needs of other users to access limited computer resources
- Using discretion when displaying and printing material which may be offensive to others
- Not using college computer resources to gain unauthorized access to any other computer systems
- Discouraging inappropriate use of computer resources by others
- Avoiding disruptive behavior when using computer resources
- Respecting the integrity of the system and related physical resources, and observing all relevant laws, regulations, and contractual obligations
- Not downloading, posting or installing to college computers, or transporting across college networks material which is illegal, proprietary, in violation of license agreements, copyrights, college contracts, or any other material which is damaging to the college.
- Don't share your password. You are totally responsible for anything done by your account.
- Under no circumstances may CCAC resources (computers, software, networks, printers, plotters, scanners, etc.) or your account be used for personal financial gain and/or commercial purposes, whether for-profit or not-for-profit.
- Under no circumstances may CCAC resources (computers, software, networks, printers, plotters, scanners, etc.) or your account be used for supporting political campaigns, candidates, legislation, or ballot issues.
- Legally, the Community College of Allegheny County electronic network is not an open forum (such as a free-speech park), thus its use is limited. The systems and individual accounts must be used in a manner consistent with the instructional, research, and administrative objectives of the College community. All activities inconsistent with these objectives are considered to be inappropriate and may jeopardize your continued use of computing facilities and networks.
- You are not permitted to use the CCAC name or logo or likeness on your WEB page without the consent of the Marketing and Public Relations Department.
- Do not print large quantities of flyers, banners or other distribution materials. If print jobs of this nature are required, one copy may be printed. It is the responsibility of employees to find copying resources for additional prints.
- It is the responsibility of the user to report any problems with computer hardware or software.