Sierra College
BOARD POLICY        BP 3720

Computer and Network Use

Date Adopted: 11/12/2002
Date Revised: 6/14/2016
Date Reviewed: 6/14/2016
References: 17 U.S.C. Section 101 et seq.; Cal. Const., Art. 1 Section 1;
Education Code Section 70902; Government Code Section 3543.1(b); Penal Code Section 502

Employees and students who use District computers and networks and the information they
contain, and related resources have a responsibility not to abuse those resources and to respect
the rights of others. The Superintendent/President or designee shall establish procedures that
provide guidelines to students and staff for the appropriate use of information technologies. The
procedures shall include that users must respect software copyrights and licenses, respect the
integrity of computer-based information resources, refrain from seeking to gain unauthorized
access, and respect the rights of other computer users.

The District has the right to monitor any and all aspects of the computer use and telephone voice
mail systems, including employee or student e-mail or voice mail, to ensure compliance with this
policy and any procedures. The computers, computer accounts, and voice mail accounts given to
employees and students are to assist them in the performance of their job duties or their academic
studies. Employees and students should not have any expectation of privacy in anything they
create, send, or receive via the computer or the telephone. The computer and telecommunication
systems belong to the District and are intended for business and academic purposes only.

The District has an ethical and legal obligation to take necessary steps to protect all personal
information that is provided to the District. This includes enforcing all existing federal and state
laws, employ best practices to safeguard information, and delineate processes for expeditiously
investigating systems.

The term “users,” as used in this policy and any regulations, refers to all employees, students,
and independent contractors and other persons or entities accessing or using the District’s
computer and telecommunication resources and services with the District’s permission.

Computer and telecommunication resources and services include, but are not limited to, the
following: host computers, file servers, work stations, stand-alone computers, lap-tops, software,
and internal or external communications networks (Internet, commercial online services, mobile devices, and e-mail systems) that are accessed directly or indirectly from the District’s computer facilities.

See Administrative Procedures 3720 and 3721