

## **POLICY GOVERNING ACCESS TO AND USE OF KCTCS COMPUTING RESOURCES** (*Administrative Policy 4.2.5*)

### **3.1 Two Basic Rights:**

Access to computing resources is granted to an individual by the Kentucky Community and Technical College System (KCTCS) solely for the grantee's own use. Every user of the KCTCS computing resources has two basic rights regarding computing:

1. Privacy
2. A fair share of resources

It is unethical and a violation of this policy for any person to violate these rights.

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All users, in turn, are expected to exercise common sense and decency (due regard for the rights of others) with respect to the public computing resources, thereby reflecting the spirit of community and intellectual inquiry at KCTCS. Access is a right that may be limited or revoked if an individual misuses the right or violates applicable KCTCS policies or state or federal laws.

### **3.2 Principles Governing Use of Computing Resources:**

- a. User access is granted to an individual and may not be transferred to or shared with another without explicit written authorization by the Vice President responsible for Information Technology, a designee, or the appropriate system administrator.
- b. User access to computing resources is contingent upon prudent and responsible use.
- c. The user may not use computing resources for any illegal or unauthorized act; in particular, the user may not use computing resources to violate any state or federal laws or any of the regulations specified in KCTCS policy or the student rights and responsibilities handbook (Code of Student Conduct).
- d. The user may not use computing resources for any commercial purpose without prior written authorization from the Vice President (Information Technology), a designee, or the appropriate system administrator.
- e. Computing resources must be shared among users in an equitable manner. The user may not participate in any behavior that unreasonably interferes with the fair use of computing resources by another.

### **3.3 Examples of Violations:**

Violations of these principles or any attempt to violate these principles constitutes misuse. Violations include,

but are not limited to:

- a. Sharing passwords or acquiring another's password without prior written authorization from KCTCS Information Technology or the appropriate system administrator.
- b. Unauthorized accessing, using, copying, modifying, or deleting of files, data, user ids, access rights, usage records, or disk space allocations.
- c. Accessing resources for purposes other than those for which the access was originally issued, including inappropriate use of authority or special privileges.
- d. Copying or capturing licensed software for use on a system or by an individual for which the software is not authorized or licensed.
- e. Use of computing resources for remote activities that are unauthorized at the remote site.
- f. Causing computer failure through an intentional attempt to "crash the system," or through the intentional introduction of a program that is intended to subvert a system, such as a worm, virus, Trojan horse, or one that creates a trap door.
- g. Intentional obscuring or forging of the date, time, physical source, logical source, or other header information of a message or transaction.
- h. Interception of transmitted information without prior written authorization from KCTCS Information Technology or the appropriate system administrator.
- i. Failure to protect one's account from unauthorized use (e.g., leaving one's terminal publicly logged on but unattended).
- j. Violation of priorities for use of computing resources as established by an individual facility within the KCTCS.

### **3.4 Responses to Violations:**

Violation of this policy will result in action by the appropriate KCTCS office or agency. Violations of KRS 434.840 (Kentucky statutes dealing with unlawful access or use of a computer) may be referred to the

Commonwealth Attorney or the police for investigation and/or prosecution. Similarly, violations of 18 U.S.C.

Sec. 1030 (Federal laws dealing with unlawful access or use of a computer) may be referred to the Federal Bureau of Investigation.