



**BP 3720 Computer and Network Use**

References: Education Code Section 70902; 17 U.S.C. Section 101 et seq.; Penal Code Section 502, Cal. Const., Art. 1 Section 1; Government Code Section 3543.1(b)

Adopted: June 24, 2009

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Employees, students, and guests who use District computers and networks and the information they contain, and related resources, have a responsibility not to abuse those resources. The District explicitly prohibits individuals from using its computer systems and networks to violate intellectual property and copyright laws. All users of District information technology resources shall secure appropriate prior permission to download and/or distribute protected material in any form, including computer software, text, photographic images, graphic illustrations, video, and audio including music. Employees, students, and guests will 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 encourages the use of Information Technology resources and makes them widely available to the District community. Nonetheless, the use of Information Technology resources is limited by restrictions that apply to all District property and by constraints necessary for the reliable operation of electronic systems and services. The District reserves the right to deny access to its Information Technology resources when necessary to satisfy these restrictions and constraints.

District departments may provide and use Information Technology resources to support the instructional and public service mission of the District or to support the administrative or student services functions that support this mission. District Information Technology resources may not be used for unlawful activities, personal or commercial use, and uses that violate other District or campus policies or guidelines. The latter include, but are not limited to, policies, procedures, and guidelines regarding intellectual property and all unlawful forms of harassment which creates a hostile work environment.

See Administrative Procedure 3720