Coahoma Community College

COMPUTER RESOURCE POLICY FORM

All individuals employed by or contracted with Coahoma Community College is responsible for ensuring that institution's computer resources are used properly and in accordance with policy.

1. Personal software may be used on the institution computing and networking resources only if it has been legally obtained, and its use does not violate any license or copyright restriction.

2. The confidentiality of the institution information must be maintained. Any sensitive information must be protected from unauthorized use, improper disclosure, accidental alteration, and inadvertent or intentional destruction.

3. Do not tell anyone your password. If you suspect that someone knows your password, you should change it to a new password.

4. Policies and procedures which have been established by Coahoma Community College must be maintained on all computing resources. This policy includes but is not limited to conduct, gossip, courtesy, and solicitation. Use your common sense. You must conduct yourself properly while sending E-Mail and creating files.

5. No E-Mail messages should be created or sent that may constitute intimidating, hostile or offensive material on the basis of sex, race, color, religion, national origin, sexual orientation or disability. Current policies against sexual or other harassment applies fully to the E-Mail system, and any violation of that policy is grounds for discipline up to and including discharge.

6. Coahoma Community College, in its discretion, reserves the right to access, retrieve, read, and delete files and communication that is created on, received through, or sent from the institution's computer resources.

7. Any employee who becomes aware of misuse of computer resources including the E-Mail system should promptly contact their supervisor or President.

8. Your signature indicates your understanding of this policy and your consent to its contents.

Printed Name_____   Date_____

Signature_____   Date_____

Signature of Witness_____   Date_____