Acceptable Use of Information Technology Policy FAQS

What is the purpose of the Acceptable Use of Information Technology Policy?

Sinclair Community College recognizes that the principles of academic freedom, freedom of speech, and rights to privacy are essential to the learning process. The College values technology as a means of communicating information and ideas to the Sinclair community and the general public. This policy provides direction in the appropriate use of all forms of all Sinclair IT resources. Following the guidelines outlined in this policy will help ensure IT resources are primarily devoted to Sinclair's education mission.

Who is responsible for the Acceptable Use of Information Technology Policy?

The IT Division created the policy and maintains the policy content.

Sinclair Wins 'Show Us You High-Tech Classroom Video' Contest

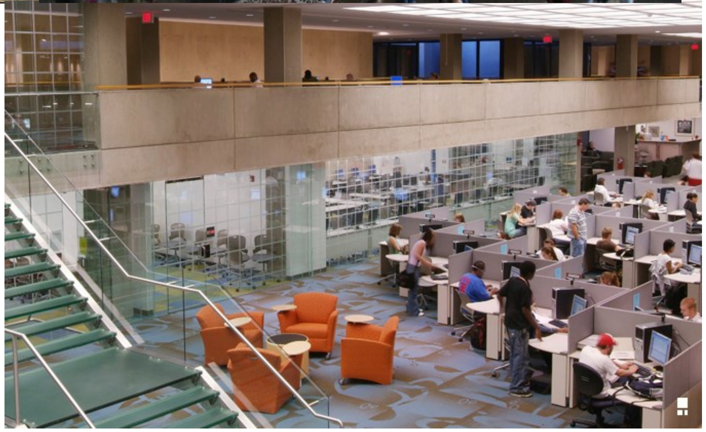
The policy was approved by the Sinclair Board of Trustees.

Who is covered by this policy?

Users covered by this policy are all College students, faculty, staff (including student workers), and other individuals granted access to Information Technology resources.

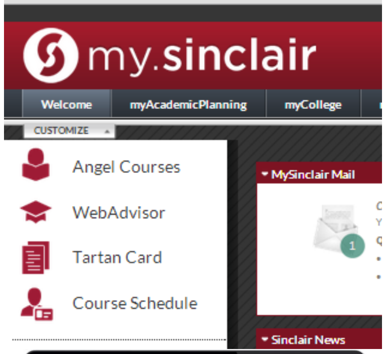
This would include students, faculty, and staff at all Sinclair locations.

It would also include any guests or visitors granted access to IT resources.



What are Sinclair IT resources?

Examples include but are not limited to: classroom and computer lab PCs; wireless network access; wired network access; email; my.sinclair.edu; our.sinclair.edu; Angel; devices such as smartphones and PCs provided to employees.



Fourth graders from Frank Nicholas Elementary School recently spent time at the Dayton campus. They visited the Sinclair Theatre and the Energy Lab. It was a fun day learning…and a fun way to THINK COLLEGE! To learn more, contact rana.peake@sinclair.edu.

Is my use of my personal computing device on the Sinclair network covered under the policy? Does this include tablets, smartphones, etc. as well as computers?

Yes. This policy covers all personal devices using Sinclair IT resources.

How come, isn’t what I do on my own device my own business?

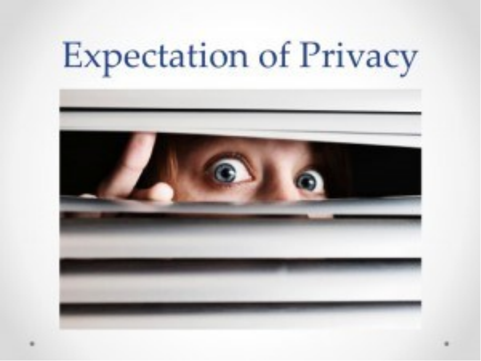
Not if what you are doing on your device while connected to Sinclair IT resources violates any College policies or any laws.

Why can’t I use Sinclair IT resources to do whatever I want? What about my rights under the First Amendment?

All Sinclair IT resources are the property of the college and the college must manage these resources in support of the college’s mission. Although Sinclair permits a limited amount of personal use as a matter of convenience to its users, the primary purpose of IT resources is to support Sinclair’s teaching, administrative, public service, and campus life activities. When a person chooses to make use of Sinclair IT resources, regardless of whether this use includes non-Sinclair owned services or devices, they implicitly have acknowledged their responsibilities under the Acceptable Use Policy. Other avenues and resources are available outside of Sinclair to conduct personal business and express personal views for activities outside of the College’s mission.

Are my electronic communications on the Sinclair network private?

There is no legal expectation of privacy when using College information resources for personal use. Data resulting from personal use may be subject to the archive and record retention requirements of the College. Data resulting from personal use may also be backed up during routine system backups.



Can a department develop its own policy? A stricter or more lenient one? Which policy would take precedence?

Since this is a College policy, departments cannot create a more lenient one.

Departments may impose a stricter policy as needed, but they should coordinate with the HR office.

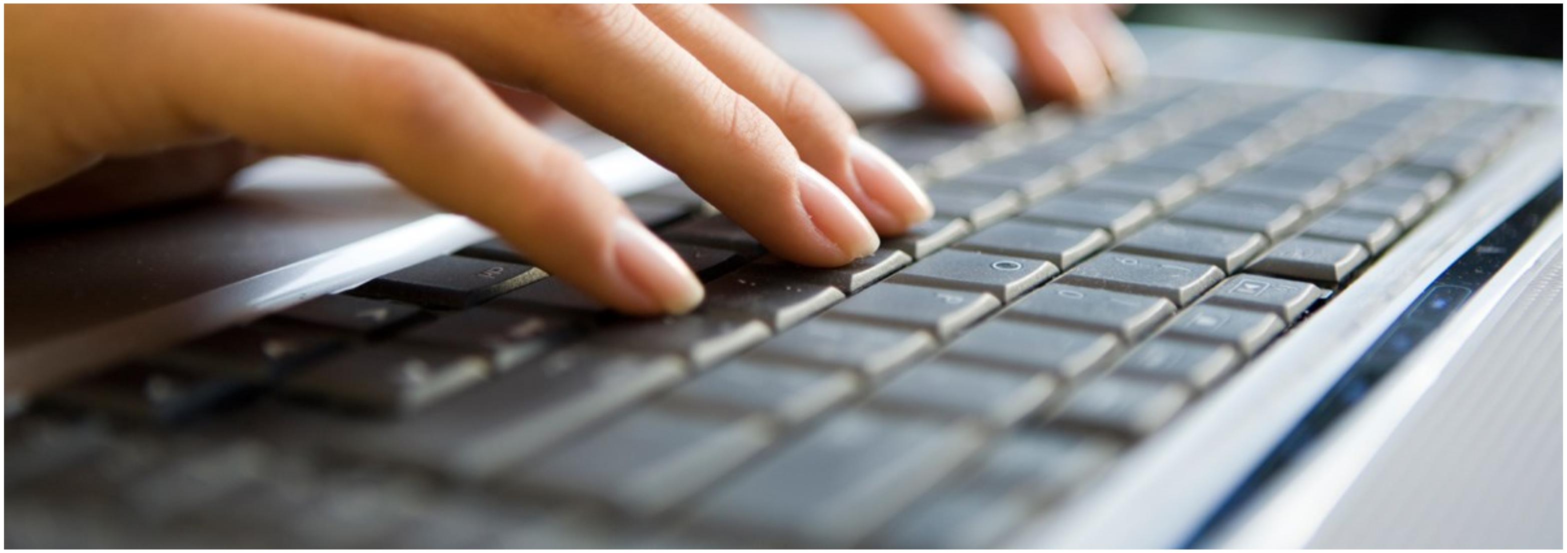
Academic departments and instructors may also impose stricter policy for their classes, but may not create a more lenient one.

If I use Sinclair IT resources to connect to outside IT services, am I still covered by Sinclair’s Acceptable Use policy?

Yes, any activity that you perform using Sinclair IT resources is covered under the policy. You may also be subject to the policies of those outside services.

Can I use my friend's or my co-worker's account?

No, it is prohibited to access another user's account, even with their permission.



What is ‘unreasonable interference’ with Sinclair IT resources?

An example would be transferring an extremely large data file such that the bandwidth being consumed by that one user slows or blocks the work of other users.

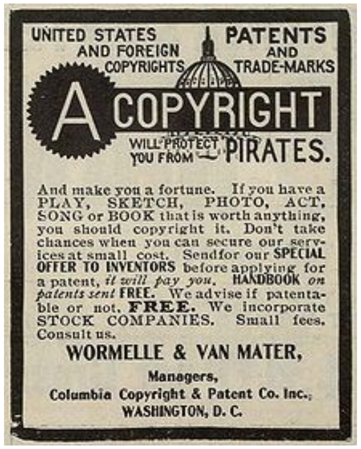
Another example would be unauthorized access to another user’s account.

What are some examples of illegal use of IT resources?

-Copyright violations
-Computer hacking
-Releasing malware such as viruses, trojans, bots, etc. into the Sinclair network
-Destruction of IT equipment or information resources
-Software license violations
-Harassment using IT resources
-Child Pornography
-Hate crimes and activities

I teach/take a class on networking. Do the rules for port scanning, hacking etc. apply to me?

Yes, if you are accessing Sinclair IT resources for the class. However, special arrangements can be made for such classes by contacting the IT Division.



UNITED STATES AND FOREIGN COPYRIGHTS

PATENTS AND TRADE-MARKS

A COPYRIGHT WILL PROTECT YOU FROM PIRATES.

And make you a fortune. If you have a PLAY, SKETCH, PHOTO, ACT, SONG or BOOK that is worth anything, you should copyright it. Don't take chances when you can secure our services at small cost. Sendfor our **SPECIAL OFFER TO INVENTORS** before applying for a patent, *it will pay you.* **HANDBOOK** *on patents sent* **FREE.** We advise if patentable or not, **FREE.** We incorporate STOCK COMPANIES. Small fees. Consult us.

WORMELLE & VAN MATER,

Managers,
Columbia Copyright & Patent Co. Inc.,
WASHINGTON, D. C.

Can I put material that I have downloaded from the Internet into the Angel portal for my class?

Yes, but you must be sure that you are not violating any copyright laws or other laws by doing so.

Can I use ‘cloud’ services such as Dropbox, Google Drive, Box, or SkyDrive to store my documents?

Cloud providers may be appropriate to store non-critical, non-confidential, or non-sensitive information. However, cloud storage requires careful consideration for the storage of private, confidential, or sensitive information which can include employee information, student data, or college resources. Users should consider any privacy or security policies, laws, regulations, or other restrictions before storing their files on cloud services.

Other things to consider when using the cloud include service availability and/or discontinuation, data security, data ownership, and terms of service.

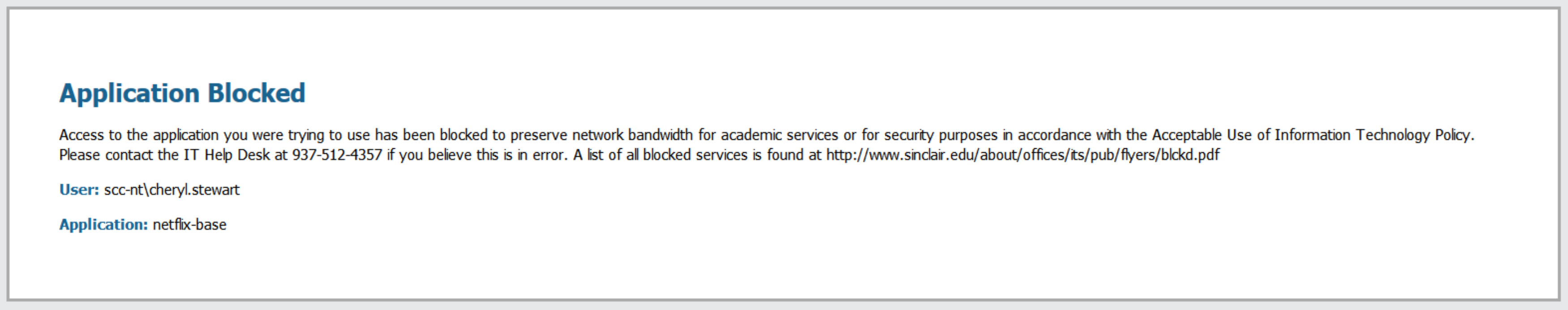
Another issue to consider is what type of security does the cloud service offer. For instance, is the data encrypted while stored on the service’s system?

Why can’t I use some peer-to-peer, gaming, and streaming services on the Sinclair network?

These services are blocked to preserve network bandwidth for academic services or for security purposes in accordance with this policy.

A list of blocked services, which is updated regularly, is available at:
http://it.sinclair.edu/services/student-and-guests-services/network-services/blocking-of-peer-to-peer-gaming-and-streaming-services/

If you have a legitimate academic need to use a blocked service, contact the IT Help Desk and submit a ticket, detailing the blocked service you need to access and why you need it. The request will be reviewed and approved if valid.



Application Blocked

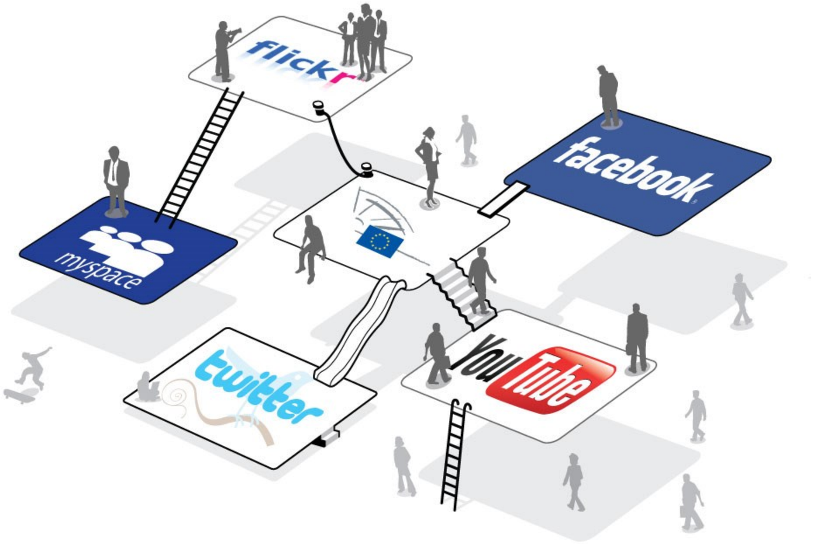
Access to the application you were trying to use has been blocked to preserve network bandwidth for academic services or for security purposes in accordance with the Acceptable Use of Information Technology Policy. Please contact the IT Help Desk at 937-512-4357 if you believe this is in error. A list of all blocked services is found at http://www.sinclair.edu/about/offices/its/pub/flyers/blckd.pdf

User: scc-nt\cheryl.stewart

Application: netflix-base

Is Internet access and social networking covered by this policy?

Yes, all activity using Sinclair IT resources is covered by this policy.



I’m planning a vacation. Can I search for travel sites on the Internet during my lunch hour?

Yes, as long as it does not intrude on your scheduled work time or overload the network and as long as your department has not implemented a more restrictive policy on web surfing.

TravelRepublic .co.uk
Hotel Shortlist | Manage Your Booking
ABTA The Travel Association
ATA
Home | Hotels | Holidays | Flights | Car Hire | Transfers | Airport Parking | Attractions
020 8974 7200
94,881
Sale
Get it while it's hot
Ends 2nd September
up to 30% off
Search
Hotels
Flights
Transfers
Great value holidays
Flight + Hotel
Destination:
Enter a destination or hotel name
I want a villa, chalet or holiday home
Departure Date
Return Date
1 Room (2 Adults)
Economy
Rated by You
100% genuine ratings from customers after their stay
Hotels
Holidays
Flights

Egypt Travel Update - The FCO are currently advising against travel to all areas except for the Red Sea resorts including Sharm el Sheikh and Hurghada. More...

Can I use my digital camera or other computer equipment such as USB drives with the Sinclair campus computers to create ads on eBay?

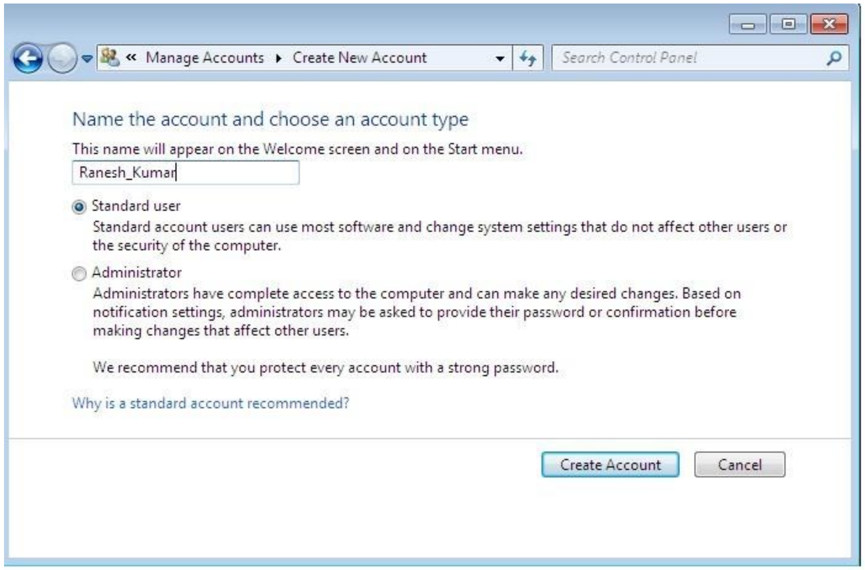
That depends on the specific situation and how it relates to learning. Sinclair provides Internet access to users in support of the learning, research, and community/public service mission of the College and all administrative functions that support this mission. If a student or Workforce Development client is participating in a class or workshop related to Internet marketing or sales, then using College IT resources is an acceptable use.

The policy also prohibits the use of IT resources for personal monetary gain unless such activities have been approved (such as the academic use above). There may also be an issue with the drivers required by digital cameras or USB drives. Many USB devices will work fine. However, users are not administrative users on Sinclair lab computers and most office PCs so if the device uses proprietary hardware drivers that require installation in protected area of the computer operating system, you will not be able to access the device via Sinclair computers.

Why can’t I be an administrator on the Sinclair PC that I am using?

Standard user accounts are used not to restrict user PC activity but to protect user PCs and the College network.

Standard user accounts help protect campus PCs and the network from viruses and malicious software by minimizing the effects of user changes on PCs. A standard account can do almost anything that can be done with an administrator account except for things such installing/updating some types of software or changing some PC settings.



Name the account and choose an account type

This name will appear on the Welcome screen and on the Start menu.

Ranesh_Kumar

● Standard user

Standard account users can use most software and change system settings that do not affect other users or the security of the computer.

○ Administrator

Administrators have complete access to the computer and can make any desired changes. Based on notification settings, administrators may be asked to provide their password or confirmation before making changes that affect other users.

We recommend that you protect every account with a strong password.

Why is a standard account recommended?

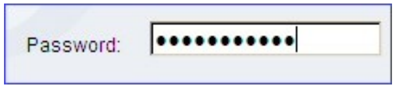
If you are an employee and need administrator access on your assigned PC for a limited period of time, the MakeMeAdmin tool is available.

Can my family use my Sinclair network account?

No, it is not appropriate to let anyone other than yourself, even if they are a family member, to use your network account. You should not share your account's login information with anyone else.

Well, I did share my account. What do I do now?

To avoid any future sharing of your account, you should change your password immediately and monitor your account for any signs that someone else may be using it.


Password: ••••••••••••

I can get a free USB drive if I email five of my friends and get them to buy a new PC. Can I use my Sinclair email account to do this?

No, College resources may not be used for personal financial gain.

```
>>>>> THIS IS TRUE!!!!
>>
>>>>
>>>>> FORWARD THIS EMAIL ONTO EVERYONE
>>>>>IN
>>>>>YOUR ADDRESS BO
O
>>>>>K AND YOUR CRUSH'S NAME WILL
>>>>> APPEAR ON THE
>>>>>>>>>> SCREEN
>>>>> IT'S TRUE!! TRY IT OUT
```

```
TO: EVERYONE
CC: Seriously, everyone
SUBJECT FW: RE: FW: FW: FW: RE: WIERD TRI
>>>>>> THIS IS TRUE!!!!
>>>
>>>>>
>>>>>> FORWARD THIS EMAIL ONTO EVERYONE
>>>>>>IN
>>>>>>YOUR ADDRESS BO
>O
>>>>>>K AND YOUR CRUSH'S NAME WILL
>>>>>> APPEAR ON THE
>>>>>>>>>>> SCREEN
>>>>>> IT'S TRUE!! TRY IT OUT FOR URSELF IT
```

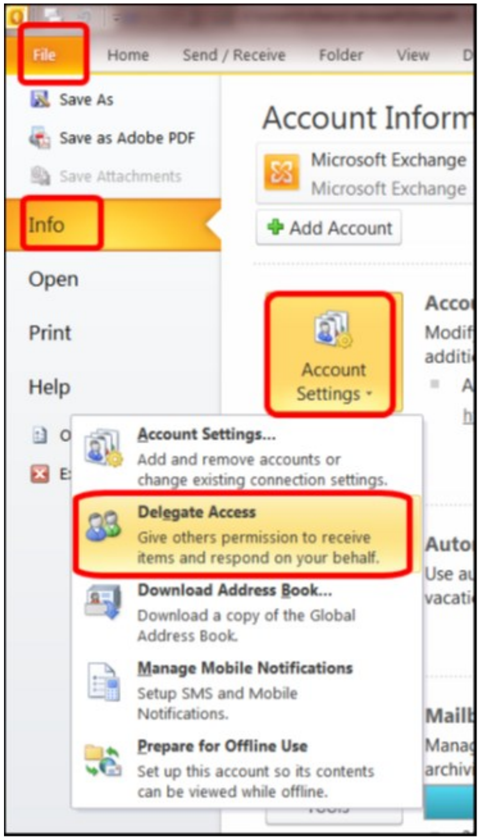
Can I use email and other IT resources for personal use?

Yes, incidental personal use is permitted as long as it doesn’t involve personal financial gain or personal commercial use, does not consume an excessive amount of IT resources, and does not interfere with your own or others ability to perform College responsibilities.

I need to provide my Administrative Assistant access to my Outlook calendar. Can I do this?

Yes, delegate access to Outlook accounts for college business purposes is allowed. This does not involve providing your account login information; it only provides delegate access to your Outlook calendar. Delegate access is granted by the following the steps in the picture shown below. You can choose which user(s) to grant delegate access to your Outlook account and what Outlook items that they can access.

NOTE: Only Sinclair employees have Outlook accounts. Students receive email through Gmail.


File
Home
Send / Receive
Folder
View
Save As
Save as Adobe PDF
Save Attachments
Info
Open
Print
Help
Account Inform
Microsoft Exchange
Microsoft Exchange
Add Account
Account Settings
Account Settings...
Add and remove accounts or change existing connection settings.
Delegate Access
Give others permission to receive items and respond on your behalf.
Download Address Book...
Download a copy of the Global Address Book.
Manage Mobile Notifications
Setup SMS and Mobile Notifications.
Prepare for Offline Use
Set up this account so its contents can be viewed while offline.

Can I send out an email asking other users to sign up for a fund raising activity for my child's school?

No, college email should not be used to raise money for off-campus organizations, non-profit or otherwise.

Your Student Government Wants You

Run for SGA Senator/ President/VP for the 2012-2013 academic year

Attend Mandatory Seminar March 16
4 pm in the Multi Purpose Room

For more info email: ElectionsCommission2012@gmail.com

Can I use my Sinclair student email account to campaign for a student government position?

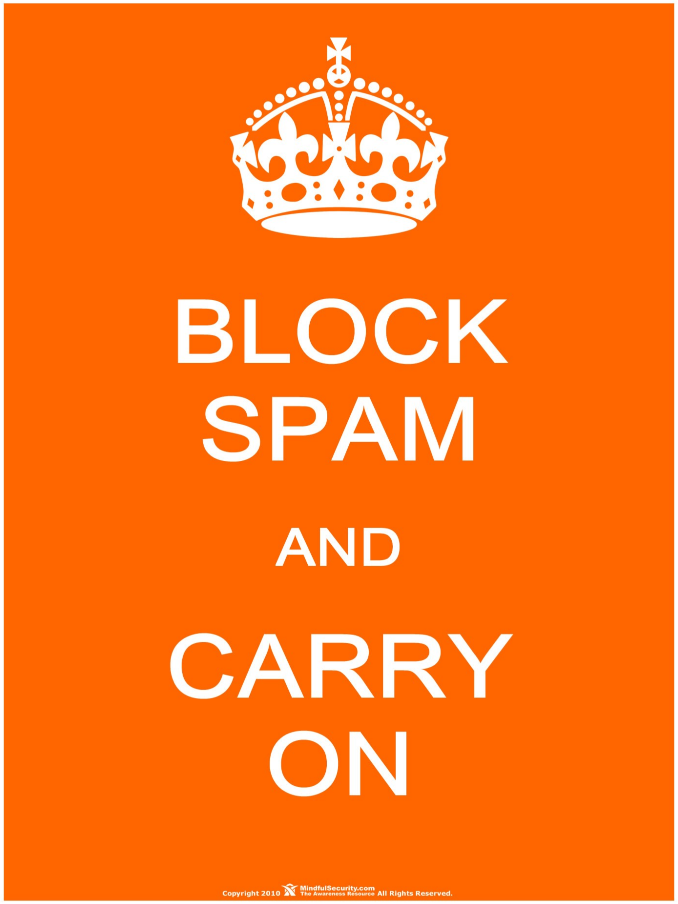
Yes. However, you want to be sure that any messages that you send follow the email guidelines outlined in the Acceptable Use of IT policy. Guidelines such as not using excessive resources, interfering with others use of IT resources, spam messages, etc.

Can I express my political opinions through my email account and other Sinclair IT services?

Expressing political opinions for anything other than academic purposes such as classroom assignments is prohibited.

Can I use my email account and other IT resources to campaign for a local government office?

No. Using Sinclair email to campaign for a local office would constitute using college resources for personal gain.


BLOCK
SPAM
AND
CARRY
ON
Copyright 2010 MindfulSecurity.com The Awareness Resource All Rights Reserved.

What is spam and what can I do about it?

It is unsolicited email. Spam serves no useful purpose and consumes a large amount of computing and network resources. Spam messages can also contain viruses and other malware dangerous to user accounts and the network.

An application called CanIT is used to block spam in Sinclair employee Outlook email mailboxes. Sinclair student email is provided by Gmail which has an automated system that helps detect spam by identifying viruses and suspicious messages, finding patterns across messages, and learning from what Gmail users commonly mark as spam.

You can also report to IT any email message that you feel is spam or violates this policy.

What are chain letters and why aren’t they allowed?

Chain letters are unsolicited letters requesting that the recipient send the message on to other users for various reasons and causes, from sending good luck, spreading a virus warning, and pyramid schemes promising great wealth to making a dying child happy.

Most chain letters are hoaxes or simply designed to create as much email traffic as possible. Chain letters serve no useful purpose. Even valid virus warnings can generate confusion amongst the recipients. They also consume a large amount of computing and network resources with no tangible benefit.

Mail thinks this message is Junk Mail.

From: Instant , Booster
Subject: Can you [illegible] to lose 200,0[illegible] [illegible]al custo
Date: [illegible] June 2008 23:33:4[illegible]
To: comm[illegible]

Ca[illegible] af[illegible] lo[illegible] 00[illegible]0 potential c[illegible]mers per year

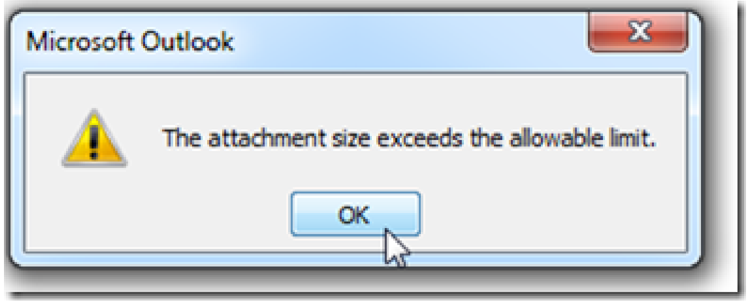
How [illegible] you like to [illegible] 1000s of fresh,
new visitors [illegible] to Your web site or affiliate web site from
Goog[illegible], Yahoo, MSN and others At $0 cost to you...?

...iNSTANT BOOSTER diverts 1000s of fresh.

Are there size limits on email attachments?

Yes. Sinclair employees have a 1 GB limit on email attachments in Outlook.

Sinclair students use Gmail for email services and they should consult Gmail support for file attachment limits in Gmail.



The attachment size exceeds the allowable limit.

Is my account activity monitored?

The College does not in the ordinary course of business monitor the content of IT resources accessed by users. However, the College reserves the right to access any content within its information technology resources, including a user's account. Examples of when IT may access a user's account include: a reported violation of this policy; to protect health and safety of Sinclair employees and students; to locate information for College business due to employee absence; and legal investigations.

The monitoring of general activity and usage patterns is conducted by IT on a regular basis for security reasons. Examples would include any unusual requests to connect to a network port or any unusual network access attempts such as hacking.

Does this mean that my department chair or my instructor can access my email, PC, or any of my other IT resources whenever he/she wishes to?

Any monitoring of individuals by departmental staff or academic staff is prohibited by this policy. However, monitoring in support of an investigation into policy or legal violations is permitted after approval by senior administration or legal counsel.

The only staff authorized to conduct routine monitoring activities are in IT, and then only with the focus of technology infrastructure maintenance and troubleshooting or investigating a security issue.

Who are these IT people and why are they spying on me?

The people in question are those staff working in the Sinclair IT Division who keep mail systems, file servers, PC and phone networks running as well as the staff that responds to alerts from security devices and services installed within the College's network.

During the course of their jobs, they may encounter data and network traffic that might be considered excessive, unusual, or illegal. If they do so, they have an obligation to report their findings to the proper authorities.

What is the process to request that an account be monitored?

Account activity may be monitored without notice, when (a) the user has given permission or has voluntarily made them accessible to the public, for example by posting to a publicly-accessible web page or providing publicly-accessible network services; (b) it reasonably appears necessary to do so to protect the integrity, security, or functionality of the College and IT resources or to protect the College from liability; (c) there is reasonable cause to believe that the user has violated, or is violating, this policy; (d) an account appears to be engaged in unusual or unusually excessive activity, as indicated by the monitoring of general activity and usage patterns by IT; (e) it is otherwise required or permitted by law or a legal investigation; or (f) a policy violation has been reported.

Any account monitoring requests not covered by the above must be approved by the Appropriate College Vice-President.

How does IT know that a violation has occurred?

Violations are reported to IT by Sinclair users, IT staff, Sinclair Police, individuals outside of Sinclair, and other law enforcement agencies.

Some violations are also detected by security devices and software.

If I think a violation has occurred, how do I report it?

Student inquiries and complaints should be referred to:

Director of Student Affairs
Sinclair Community College
444 West Third Street, Room 10-332
Dayton, OH 45402-1460
(937) 512-2291

Faculty and Staff inquiries and complaints should be referred to:

Office of Human Resources
Sinclair Community College
444 West Third Street, Room 7340
Dayton, OH 45402-1460
(937) 512-2514

What are the potential penalties for policy violations?

Loss of access to IT resources; disciplinary actions through HR for employees and Student Affairs for students; legal charges if any local, state, or federal laws are violated.

How do I challenge/appeal the policy? What if I don’t agree when I’m told to stop an activity?

Student challenges/appeals should be referred to:

Director of Student Affairs
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444 West Third Street, Room 10-332
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(937) 512-2291

Faculty and Staff challenges/appeals should be referred to:

Office of Human Resources
Sinclair Community College
444 West Third Street, Room 7340
Dayton, OH 45402-1460
(937) 512-2514

Where can I get more information about this policy?

The full policy is available at:
http://it.sinclair.edu/services/student-and-guests-services/policies-and-security-information/acceptable-use-of-information-technology-policy/

Who do I contact for questions or additional information about this policy?

Contact the IT Help Desk at Phone
(937) 512-4357 (HELP) or
(866) 781-4357 (HELP) toll free or Email at
helpdesk@sinclair.edu.

If the Help Desk cannot answer your question(s), they will open a ticket and refer it to the appropriate personnel.