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RECOMMENDED EDITS

~~Procedures Regarding Misuse of Computer Information~~ Computer and Network Use

AP32503720

This administrative procedure implements Board Policy 32503720

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using the District Network including faculty, administrators, staff, students, independent contractors, and authorized guests. The procedure

International Travel

When traveling outside the United States employees will be restricted from accessing certain sensitive data systems and/or connecting to the District Network via Virtual Private Network (VPN) connections. These limitations are intended for security purposes and the District will make an effort to allow international access to instructional systems to the greatest extent feasible given security data protection, and risk considerations. Additionally, when engaging in authorized international travel, employees shall ensure District-owned computing hardware and any storage devices containing District data are encrypted per current District standards.

All District Network users must read, understand, and comply with this Administrative Procedure, Board Policy 3720 and any additional guidelines established by the District. Such guidelines will be reviewed by the District and may become subject to Board approval as a District policy or procedure. By using any part of the District Network, users agree that they will comply with this procedure.

Copies of this Policy can be found in the policies section of the College Catalogs, Schedule of Classes, Student Handbooks, Faculty Handbooks, New Classified Employee Handbook, and the Handbook for New Administrators. Copies of this Policy are also available in the District Human Resources Office, the Office of the Dean of Student Development and EOPS (De Anza), the Office of the Dean of Student
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Enforcement of the Procedure

The Chancellor or designee will enforce all existing federal and state laws and Board Policies and Administrative Procedures including not only those laws and regulations that are specific to computers and networks but also those that apply to r of g1(d)-7(2392 re W* n BT /0912 0o)-613(o)-6()-182

System Abuse

Examples of behavior constituting abuse include, but are not limited to, the following:

- f* Any activity which is illegal.
- f* Using a computer account that one is not authorized to use.
- f* Obtaining a password for a computer account or application or system that one is not authorized to have.
- f* Using the District Network to gain unauthorized access to computer information technology systems.
- f* Knowingly performing an act which will interfere with the normal operation of computers, terminals, peripherals or network applications, systems, computers, terminals, peripherals, or networks.
- f* Knowingly running or installing on a computer system or network a program intended to take control of the computer(s) systems or giving to another user a program intended to damage or to place excessive load on a computer system or network. This includes programs known as computer viruses, Trojan horses, zombie software, and worms.
- f* Knowingly or carelessly or through negligence allowing someone else to use your account who engages in any misuse in violation of Board Policy 3250 or of PB250
- f* Forging email messages.
- f* Attempting to circumvent data protection schemes or uncover or exploit security loopholes.
- f* Masking the identity of an account or machine.
- f* Deliberately wasting computing resources such as by engaging in file sharing schemes, participating in email chains, spamming, and/or excessive bandwidth usage
- f* Intentionally accessing downloading, displaying, uploading, or transmitting obscenity or pornography, as legally defined.
- f* Attempting without District authorization to monitor or tamper with another user's electronic communications, or changing, or deleting another user's files or software without the explicit agreement of the owner, or any activity which is illegal under California Computer Crime Laws
- f* Personal use, which otherwise burdens the intended use of the Network.
- f* Illegal downloading and/or distribution of copyrighted materials, including music and videos.
- f* Using the District Network for online gambling.
- f* Using the District Network for political purposes as set forth in Education Code Section 7054.

Harassment

- f* Using the District Network, including telephone, email, voicemail, or other electronic communications to harass or threaten others.
- f* Knowingly downloading, displaying, or transmitting by use of the District Network, communications, pictures, drawings, or depictions that contain ethnic slurs, racial epithets, or anything that may be construed as harassment or disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, religious or political belief.
- f* Knowingly downloading, displaying, or transmitting by use of the District Network sexually explicit images, messages, pictures, or cartoons when done to harass or for the purposes of harassment

- f Knowingly downloading, displaying, or transmitting by use of the District Network sexually harassing images or text in a public computer facility, or location that can potentially be in view of other individuals that do not constitute proper exercise of academic freedom or constitutionally protected free speech or expression within a public computer facility or location that can potentially be in view of other individuals.
- f Posting on electronic bulletin boards, sites or applications material that violates existing laws or the
- f Using the District Network to publish false or defamatory information about another person.

Commercial Use

- f Using the District Network for any commercial activity other than incidental or traditional commercial use
 - o Electronic communication between an instructor who is an author of a textbook and his/her publisher.
 - o Electronic communication by a staff member who uses the District Network to communicate regarding a presentation at an educational conference or workshop for which that staff member might receive an honorarium.
 - o Electronic use of the District Network by a student to seek a part-time or full-time job or career opportunity for such work.
 - o Using electronic resources to research and/or purchase supplies, equipment, or other items required for campus, District, or student use.

Copyright

- f Violating terms of applicable software licensing agreements or copyright laws.
- f Publishing copyrighted material without the consent of the owner on District web sites in violation of copyright laws.
- f Downloading of unlicensed or copyrighted movies or music for other than legally authorized uses or uses authorized by the District.
- f Illegally downloading copyrighted material or information that would enable the unauthorized utilization of copyrighted material.

Exceptions

Personal computing equipment is not subject to search by the District only by legal warrant.

There may be times when District employees may be exempted from certain provisions of this Procedure to perform their duties or assignments that are an established part of their job.

Activities by technical staff, as authorized by appropriate District College officials, to take action for security, enforcement, technical support, troubleshooting or performance testing purposes will not be considered abuse of

Book	Board Policy
Section	Chapter 5 - Student Services (including former Article 5 - Students)
Title	Fees
Code	BP 5030
Status	Active
Legal	<u>California Code of Regulations, Title 5, Section 58520</u> <u>California Code of Regulations, Title 5, Sections 59400 et seq.</u> <u>Education Code Section 76060.5</u> <u>Education Code Section 76142</u> <u>Education Code Section 76223</u> <u>Education Code Sections 76300 et seq.</u>

Parking Fee (Education Code Section 76360)

Students shall be required to pay a fee for parking services. The Chancellor shall present for board approval fees for parking for students.

Instructional Materials (Education Code Section 76365; Title 5, Sections 59400 et seq.)

Students may be required to provide required instructional and other materials for a credit or non-credit course, provided such materials are of continuing value to the student outside the classroom and provided that such materials are not solely or exclusively available from the District.

Physical Education Facilities (Education Code Section 76395)

Where the District incurs additional expenses because a physical education course is required to be offered, students enrolled

Book	Administrative Procedures
Section	Chapter 5 - Student Services (including former Article 5 - Students)
Title	Fees
Code	AP 5030
Status	Active

- Nonresident capital outlay as set forth in Education Code, Section 76141
- Nonresident application processing as set forth in Education Code, Section 76142
- Credit by Examination as set forth in Education Code, Section 76300 Title 5, Section 55050
- Use of facilities financed by revenue bonds as set forth in Education Code, Section 81901(b)(3)
- Refund processing as set forth in Title 5, Section 58508
- Telephone registration as set forth in Education Code, Section 70902(a)
- Physical fitness test as set forth in Education Code, Section 70902(b)(9)
- Instructional tape lease/deposit as set forth in Education Code, Section 70902(b)(9)
- Credit card use as set forth in Education Code, Section 70902(b)(9)
- International student medical insurance as set forth in Education Code, Section 70902(b)(9)
- Baccalaureate degree program fees as set forth in Title 5, Section 58520

Prohibited fees include:

- Late application as set forth in California Community & R O O H J H & I D G (CCCCO) Student Fee Handbook
- Add/drop as set forth in CCCCO Student Fee Handbook
- 17 Mandatory student activities except permissive optional fees as set forth in the CCCCO Student Handbook
- Mandatory student identification cards as set forth in CCCCO Student Handbook
- Mandatory Student Body Organization as set forth in CCCCO Student Handbook (a)-7(t)-7(i)-7(on) 27 ET Q * n BT /F3
- Nonresident application as set forth in CCCCO Student Fee Handbook
- Field trip as set forth in Title 5 Sections 55450 and 55451
- For dependents of certain victims of September 11, 2001, terrorist attacks as set forth in CCCCO Student Fee Handbook
- For certain recipients of the Medal of Honor and certain children of the recipients of the Medal of Honor as set forth in Education Code Section 66025.3
- Required or funded services as set forth in CCCCO Student Fee Handbook
- Refundable deposits as set forth in CCCCO Student Fee Handbook
- Distance education (other than the statutorily authorized enrollment fees) as set forth in CCCCO Student Handbook
- Mandatory mailings as set forth in CCCCO Student Fee Handbook
- Rental of pr912 0 612 792 re W*RG [(1 0 0 1 276.88 452.9 Tm 0.125 0.145 0.161 RG [()] TJ ET Q q 0.000009

The enrollment fee, health fee, student body fee and campus center fee are refundable, upon application, if all classes are officially dropped during the first two weeks of the class.

The parking fee is non-refundable except when collected in error or when the fee has been paid for attending a class that is canceled.

Students who are currently incarcerated and enrolling in classes from the Correctional Facility where they are incarcerated are exempt from all Basic Fees.

Students will be notified of the availability of exemptions from certain mandatory and