

Category 1 = Needing Revision
Category 3 = Obsolete To be Eliminated

Category 2 = Needing No Revision
Category 4 = Policies Are Not Truly Policies

Information Technology Policies

Title

Category

BP 2000 College Catalog Policy

The College of Micronesia-FSM (COM-FSM) online catalog is the official catalog of the college and may differ from the printed version. Every effort has been made to provide the most accurate, up-to-date information possible in the online and printed catalog. The online catalog is revised each year, but there may be times when substantive changes are required during the academic year. Such changes are posted to the College Web site at <http://www.comfsm.fm/> where there is a link between the online College Catalog and a document titled, "Updates to the Catalog". Students should consult the COM-FSM online College Catalog periodically for updates and are encouraged to consult with their academic advisors regularly. The statements and provisions in this catalog are not to be regarded as a contract between the student and COM-FSM that cannot be recalled. COM-FSM reserves the right to change, when warranted, any of its policies, programs, course, and fees.

2

Purpose

This policy is needed to identify the official version of the COM-FSM catalog.

Application

All applicable information, actions, and procedures listed in the identified catalog are official.

BP 8000 Technology Fee

The Technology Fee is a \$100 mandatory fee charged to each student and may be used for purchase of computer and related technology that is used directly by students in classrooms, labs, or other student-accessible facilities at

2

COM-FSM campuses. Acceptable items include:

1. Computers
2. Computer software
3. Printers and printer supplies (ink or toner); paper and other output materials are not to be purchased using the Technology Fee
4. Networking supplies such as hubs, switches, and wiring
5. Hardware, such as uninterruptible power supplies, that supports or protects equipment purchased with the Technology Fee

Definition

Computer software ("software") is defined as the instructions executed by a computer, as opposed to the physical device on which they run. Software includes but is not limited to operating systems

(e.g. Microsoft Windows, Linux, MacOS), applications (e.g. Word, Excel, WebMail), and application source code.

Availability

All software installed on computers owned by the College of Micronesia-FSM must be vetted through the Information Technology Committee.

Licensing and Installation

No software may be installed, copied, or used on College resources except as permitted by the terms of the license provided by the publisher of the software. Software subject to licensing must be properly licensed and all license provisions (installation, use, copying, number of concurrent users, etc.) must be strictly adhered to.

Software available for use on computers at the College of Micronesia-FSM is protected by international copyright laws. Educational institutions are not exempt from the laws covering copyrights. The College will not engage in the illegal duplication of software. All original disks or license certificates are available for copyright and licensing verification.

All software provided by the College of Micronesia-FSM will be properly purchased, including site

licenses as applicable. Illegal copies of software may not be used on the College's computers. Failure to comply with the usage restrictions contained in a software license or other agreement can result in personal liability and may result in disciplinary action.

Copyright

Software is protected by license agreement between the purchaser and the software author or owner.

All software provided by the College for use by faculty, staff, and students must be used in strict compliance with the license or other agreement that specifies terms and conditions of its use.

The College of Micronesia-FSM has the responsibility to uphold all copyrights, laws governing access and use of information, and rules of organizations supplying information resources to members of the community (e.g., acceptable use policies for use of Internet).

A. Definition

Computing resources include computers, servers printers, network devices and cabling, and software that is installed or made available by the College of Micronesia-FSM. Resources also include services provided by the campus computer network, such as e-mail and Internet access.

B. General

The computing resources of the College of Micronesia-FSM are intended to support the academic programs of the College. Anyone pursuing academic work may use the facilities and equipment. Use is limited to curriculum, academic, and College related work.

College computing resources may not:

1. Be used for commercial purposes including advertising of commercial products or services, direct or indirect profit or gain
2. Be used in any way, which will violate international copyright statutes or regulations.

Computing resources are to be considered as shared, finite resources provided by the institution to promote scholarship and learning for all students, staff, and faculty. Monopolizing this shared resource through deliberate

action or inaction is strongly discouraged.

School related work, such as work for classes, committees, and school projects, has first priority:

1. If work is being done that is not school related, another user can ask the person doing the non-school related work to relinquish the computer
2. If work is being done that is school related, another user cannot ask the person doing the school related work to relinquish the computer.

The faculty computers are meant to be used by faculty and their designated work study students only.

C. Security

Attempts to circumvent, defeat, or subvert system or network security measures, or gain access to areas or systems the user is not authorized to access are prohibited.

The use of College computing resources, including Internet access provided by the college, to probe other systems with intent to gain access for which the user is not authorized access is prohibited.

D. Learning Resources Center

In keeping with the philosophy of the College of Micronesia-FSM and the Library Bill of Rights, the LRC is seen as a resource open to all. Combined with this, the first concern of the COM-FSM LRC is

to support the curriculum and the staff and students of the College.

Use of computer labs located in the Learning Resources

Center is a privilege open to all registered students and those who present a valid library card. However to protect and monitor use of the LRC resources it is necessary to ensure that all users have an understanding of proper computer use and etiquette.

There are two different but complementary levels of computer use. Students may elect to use only the general application computers or they might opt to use the Reference computers.

Research must be of an academic nature directly connected to an assigned project or connected to a student's academic future (i.e. access to an institution of further education). Any other use is prohibited. The LRC reserves the right to make the determination of whether or not an observed or requested usage is educational.

To guarantee that users are knowledgeable in the operation of the computers and peripherals held in the LRC, the LRC staff conducts training sessions (either scheduled or on demand) to prospective users of the facilities. In order to use the computer resources, users must show a basic competency in computer usage. This is accomplished through either the use of a testing instrument (a competency test) or successful completion of the first three weeks of a computer course offered by the college.

Students may elect to write the competency test without being enrolled in a computer class or taking the training sessions. However, if they are not successful in passing the test, they must enroll in the training sessions in order to rewrite the test.

E-mail access is not available through the LRC Internet computers

E. Classroom Labs

Use of Classroom computer labs is a privilege extended to staff and students. In order to ensure the laboratories are productive and pleasant working environments, and to safeguard the College's investment in the equipment, a set of rules and procedures for lab use and monitoring have been established. Lab Monitors and instructors supervising the lab are instructed to enforce these rules vigorously and consistently; however, it is expected that the majority of users will see these regulations as commonsense and will actively cooperate in obeying them. Lab rules and procedures are located in Administrative Procedure No. 8200: Lab Conduct and Responsibilities.

F. Business Computer Laboratory

The computer laboratory will be used for instructional purposes during school hours.

The computer lab will be used for training purposes sanctioned by the College and approved by the Vice President for Instructional Affairs.

All training in the business computer laboratory must be passed through the Business Division Chair and be approved by the Vice President for Instructional Affairs.

All supplies and materials for the lab will be purchased through the Technology Fee.

No equipment, computer, or furniture may be removed from the business computer laboratory without the prior permission of the Vice President for Instructional Affairs.

G. Computer Network

Use of computer access accounts are subject to state and/or federal laws regarding the use of computing equipment and/or government resources and appropriate network protocols.

The institution reserves the right to monitor and record the usage on campus networks and equipment. The institution has the right to use information gained in this way in disciplinary or criminal proceedings.

Running network servers of any kind without being logged in to the system while they are executing is prohibited unless arrangements are made in advance. This includes gopher servers, web servers,

IRC servers, or any other server that allows people other than yourself to access your account or computing resources.

Privately owned computers may be attached to campus network with the following stipulations:

1. The computer owner is responsible for the behavior of users of that machine and for all network traffic to and from the machine.
2. They may not be used to provide network access to individuals who would not have had access through official institutional systems
3. They may not be used as a router or gateway to other networks or to non-institutional affiliated systems
4. Should the institution have reason to believe that a privately owned system is using the institution's network inappropriately, network traffic to and from that system will be

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BP 8300 Administrative Data

monitored and, if justified, the system will be disconnected and action taken with the appropriate authorities.

All persons who handle confidential records shall be instructed concerning the confidential nature of such information and their responsibilities regarding it as described in the United States Family

Educational Rights and Privacy Act, 1974, Micronesia Board and Education Policy, 1977. No one outside the faculty or administrative staff of COM-FSM, except as specified by law, may have access to the records of a student's offenses against the College's regulations without the express permission of the student in writing.

2

When disseminating information, ensure the information is sent to only the intended recipients.

Be especially careful when releasing information by telephone, fax, or e-mail. When transmitting information over the telephone or fax machine, be certain of the identity of the recipient. When sending information via e-mail, be mindful that e-mail information is particularly easy to forward to third parties.

BP 8400 Internet

Access to the global Internet provided by the College of Micronesia-FSM is considered part of the larger framework of computing resources that are provided to support the academic programs of the College, and is subject to the guidelines established for those resources.

2

Reselling institutional access to the Internet is prohibited.

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BP 8500 Violation of Responsibility

When COM-FSM learns of possible inappropriate use or violation of responsibility, the responsible unit supervisor will notify the individual thought to be responsible, and a formal investigation will take place. Action will be taken appropriate to the type of violation. In an emergency, in order to prevent further possible inappropriate activity, (the responsible unit supervisor) may temporarily disallow access to technological services at COM-FSM. Any determination of inappropriate use serious enough to require disconnection shall be promptly communicated to all persons involved.

2

Violations of College policies governing the use of College computing resources may result in restriction of access to College computing resources in addition to any disciplinary action that may be applicable under other College policies, guidelines or procedures, up to and including dismissal.

Purchase orders for computers and computer related equipment must be submitted through the Information Technology Office (ITO) and the Director of Information Technology.

The Director of Information Technology will determine best recommended computer specifications based on currently available technology, suitability to specified purpose, and compatibility with existing systems. Therefore:

2

BP 8600 Computer Procurement

1. Director of Information Technology reserves the right to request information on the purpose of the purchase and information regarding specified equipment;

2. Justification must be submitted with the purchase order stating the need and purpose of the item; and

3. The Director of Information Technology can decline to approve a purchase with adequate justification. The buyer

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BP 8700 Inventory	<p>may appeal such a decision.</p> <p>Computers must be purchased from manufacturers that have been rated as above average for reliability in the preceding twelve months by a nationally published computer journal.</p> <p>All computers and computer related equipment purchased at a cost of over \$500.00 will be tagged with College inventory tags and properly inventoried.</p> <p>The inventory will include the date of purchase, the manufacturer, serial number, location, working status, assigned user(s), operating system model and version, productivity suite model and version.</p> <p>All activity heads should submit copies of the inventory list to the business office and the designated Director of Information Technology.</p> <p>Inventory lists will be updated upon receipt of new equipment.</p> <p>Theft of computer supplies will be reported to the Director of Information Technology and the Chief of Security.</p>	2
BP 8800 Equipment	<p>General Equipment</p> <p>College of Micronesia-FSM instructional equipment shall be used for the primary purpose of providing instruction and educational experiences to currently enrolled students in bona fide courses for academic assignments and/or engaged in supplemental exercises deemed necessary and appropriate by the responsible instructor.</p> <p>Part of the mission of the College is community service, which could be considered and interpreted as to include</p>	2

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BP 8900 Computer Technologies Specific	<p>the extension of the privilege of the use of equipment to members of the community who are not currently enrolled as students or members of the faculty.</p> <p>Computing resource equipment purchased by the College or under the auspices of the College is owned by the College of Micronesia-FSM. Equipment does not “belong” to the person whose desk on which the equipment is located. Computers purchased out of department or divisional budgets will not be removed from that department or division without consent of the department or division head, with the proviso that the president can overrule a department or division chair’s objection to the removal of said equipment.</p> <p>Computer servers should not be used as workstations except by the administrator for purposes of server administration or in exceptional situations. If possible, servers should be in a secure area or building. Ideally, servers should be located in physically secure areas such as a locked closet. If possible, cables to servers and their connections should be in a secure location.</p> <p>Persons moving computer equipment are liable for any damage that occurs as a result of negligence in the moving process.</p> <p>No desktop computer or other non-portable computer equipment can be moved out of the room it currently occupies without the approval of the Director of Information Technology.</p> <p>Computers must be protected by, at minimum, a surge</p>	2
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suppressor. The preferred power protection

equipment is a line-leveling battery back-up unit with surge suppression capabilities. The unit should be able to output the appropriate voltage without relying on the battery in situations such as mild brown-outs.

All modems must be run through a phone line surge protector.

Computer equipment and peripherals must be kept in an environment which is secure from theft.

Computer equipment and peripherals must be secure from physical damage. Special care and consideration should be given to prevent damage due to liquids and moisture.

Computer equipment must be placed in an air-conditioned environment. The salt and humidity factors in Micronesia prevent usage in other conditions.

All computers must have anti-virus programs installed with up-to-date virus monitoring definitions.

Portable computers purchased by the College of Micronesia-FSM remain the sole property of the College

Where available, portable computers and portable peripherals such as digital cameras can be checked out for usage at home. Computers and peripherals must come back the next working day.

Written authorization to utilize a portable computer off-campus is required. The authorization will require acceptance of responsibility for the equipment.

All employees who are taking vacation leave must check-in any portable equipment that they use with their

supervisor

The portable computer power supply must be protected, at minimum, by a surge protector wherever the computer is used.

The portable computer and associated peripherals must be kept in a secure and appropriate environment.

1. The computer must be secure from theft.
2. The computer must be secure from physical damage. Special care and consideration should be given to prevent damage due to liquids and moisture.
3. The computer must be utilized in an air-conditioned environment. The salt and humidity factors of Micronesia prevent usage in other conditions.

Portable computers must have terminate and stay resident anti-virus monitoring software.

During long breaks, portable equipment must be stored in a physically and environmentally secure location on campus.

Malfunctioning equipment must be surveyed by the Director of Information Technology before any action is taken. The following actions, whether by accident or intent, are violations of either the Student Code of Conduct Policy or the employee manual:

1. Computer system degradation of performance
2. Damage to floppy disks
3. Damage to removable media
4. Damage to CD-ROMs and DVD disks

5. Permanent misplacement (loss) of manuals

6. Permanent misplacement (loss) of equipment

7. Interference with authorized access to resources

Changes to hardware and software requires the consent of the Director of Information Technology.

Failure to adhere to these policies is a violation of student and staff conduct guidelines, and, pending the outcome of proceedings, users may find their access to information system technologies restricted.

Computers that have been removed from service due to failure of one or more critical parts, parts that cannot be replaced, will be used to provide parts to other computers as appropriate. For this reason, computers should be purchased that have as much parts interchangeability as possible.

All games are to be removed from all computers, with the exception of chess, by order of the President 07 June 1996. Games are generally defined as use of the computers in such a manner as to not lead toward an end result of significant educational, intellectual, or academic value.

Programs which encourage critical thinking skills, cooperative learning, group work, work related skills, or academic capacities are permitted and may be excluded from the games prohibition; examples include: Typing Tutor and SIM series. Students loading games or unauthorized software onto computers will be prohibited from using the computers for one month.

All software purchased for individual computers must be registered with the Director of information Technology.