

**QCC Academic Senate  
COMPUTER RESOURCES COMMITTEE**

# **Memorandum**

**To: Phyllis Pace, Secretary, Steering Committee, Academic Senate**

**From: Philip Pecorino, Chairperson**

**Date: February 14, 2002**

**Subject: Two Items for Academic Senate Consideration**

Item One: Code of User Responsibility

It is the result of combining three documents:

1. Current CUNY Code (basic text)
2. President's Office Policy memorandum of President Eduardo Marti (Vol.1, No.3, January, 2001) (underlined text)
3. Adaptations of portions of the Code from Corning Community College (underlined and in bold)

The committee looks forward to a discussion in the Senate and is willing to accept refinements.

Item Two: Computer Resources: Maintenance and Upgrading

Concerning the second item the committee was not firm on the exact dates or time interval is quite willing to accept amendments from the floor. The committee was more concerned with the process and principles involved.

# Computer User Responsibilities

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The computer resources\*\* of The City University of New York must be used in a manner that is consistent with the University's educational purposes and environment. All users of computer resources are expected to act in a spirit of mutual respect and cooperation, and to adhere to the regulations for their use set forth in this document.

**The rules of conduct for computer use include, but are not limited to, the list below. Interpretation of the rules of conduct will be addressed by QCC's Director of Information Technology (IT) and the College's Dean of Students, as appropriate.**

As a user of CUNY computer resources:

1. You must have a valid authorized account to use computer resources that require one and may use only those computer resources that are specifically authorized. You may use your account only in accordance with its authorized purposes and may not use an unauthorized account for any purpose.
2. You are responsible for the safeguarding of your computer account. For a mainframe computer account, you should change your password frequently and should not disclose it to anyone. You should take all necessary precautions in protecting the account, no matter what type of computer resources you are using.
3. You may not circumvent system protection facilities.
4. **Users must not probe for network security loopholes, nor engage in any activity that attempts to compromise the security of the computing facilities. Experimentation which purposefully or through negligence disrupts the intended use of the network and computer resources is prohibited**
5. You may not knowingly use any system to produce system failure or degraded performance. Chain letters are prohibited.
6. You may not engage in unauthorized duplication, alteration or destruction of data, programs or software. You may not transmit or disclose data, programs or software belonging to others and may not duplicate copyrighted material.
7. You may not engage in abusive or improper use of computer hardware. This includes, but is not limited to, tampering with equipment, unauthorized attempts at repairing equipment and unauthorized removal of equipment components.

8. **You may not engage in improper use of Queensborough Community College computing resources, including unauthorized copying of software, violation of software copyright or licensing agreements, intrusion into private files, obtaining or spreading programs or files that can cause damage to any computer files or the operation of the computer system, or wasting the resources (people, capacity, computing) of these facilities is prohibited.**
9. **Access to electronic communications services such as electronic mail (both local and off-campus) and the Internet is a privilege that must be used with intelligence and discretion. Improper use of this privilege includes but is not limited to wasting computing resources, attempting to gain unauthorized access to communication resources, harassing other users by sending or accessing annoying, obscene, libelous or threatening messages, and displaying questionable textual or graphical information.**
10. *Computer resources are provided for CUNY and QCC related purposes.* You may not use computer resources for private purposes, including, but not limited to, the use of computer resources for profitmaking or illegal purposes. *Solicitation for commercial or partisan political purposes is prohibited.*
11. You may not use computer resources to engage in abuse of computer personnel or other users. Such abuse includes the sending of abusive, anonymous, or unsolicited messages within CUNY/QCC or beyond via network facilities.
12. **No user may use another users' programs or parts thereof without proper permission and acknowledgment.**
13. **Users must not destroy the integrity of information available here and at other sites. All programs and data files stored on Queensborough Community College computing facilities are presumed to be private and confidential. Users must not compromise the privacy of any other user in any way**
14. The use of college computer resources may be subject to college regulations, and you are expected to be familiar with those regulations.
15. These regulations and college regulations are subject to revision. You are expected to be familiar with any revisions in regulations.
16. **Users should immediately disclose to the facility supervisor any unauthorized computer activity and cooperate with system**

**administrators in their operation of the computer system and investigation of abuse.**

The University *and* QCC reserve the right to monitor, under appropriate conditions, all data contained in the system to protect the integrity of the system and to insure compliance with regulations. The College is capable of accessing, reviewing, and recording:

1. Access to the system, including successful and failed login attempts and logouts;
2. Inbound and outbound file transfers;
3. Terminal connections to and from external systems;
4. Sent and received email messages;
5. Web sites visited, including uniform resource locator(URL) of pages retrieved;
6. Date, time, and user associated with each event.

Any user who is found to be in violation of these rules shall be subject to the following:

- Suspension and/or termination of computer privileges;
- Disciplinary action by appropriate college and/or University officials;
- Referral to law enforcement authorities for criminal prosecution;
- Other legal action, including action to recover civil damages and penalties.

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\*\* "Computer Resources" is an inclusive term referring to any and all computing/information technology: hardware, software and access. Hardware includes, but is not limited to, terminals, personal computers, workstations, printers, mice, monitors, cabling, peripheral devices. Software includes, but is not limited to, mainframe shared software, networked software, and stand-alone software residing on personal computers. Access includes, but is not limited to, accounts on timesharing systems as well as access to stand-alone personal computing systems and other relevant technology.

This statement is also available on QCC website: If you have any questions about the statement please contact the QCC Office of Student Affairs.

**ITEM TWO: A Motion Concerning Computer Resources:**

Whereas, computer resources are nearly ubiquitous in American society and in higher education and;

Whereas, such resources are being relied upon for communication and instruction at QCC;

Whereas, such resources are already essential components of many of the QCC academic programs and fast becoming so in many others;

Whereas, such resources are being used as a means for providing instruction and a means of communication and are as chalk, erasers, copy machines, telephones, slide projectors and other such devices have been;

Be it resolved that:

- A. That the central administration of the College should have the responsibility for such upgrading of hardware and software as are involved in the instructional program and such responsibility will not be placed on individual academic departments.
- B. By 2003 the QCC Technology Plan provide for the yearly upgrading of computer resources so that there are no such resources that are more than five years old.
- C. By 2007 QCC have no computer on campus for use by faculty, staff or students that is more than five years old. Exceptions being made for special purposes related to instruction in such hardware.