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QCC Academic Senate
COMMITTEE on COMPUTER RESOURCES

Memorandum

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

From: Philip Pecorino, Chairperson, Committee on Computer Resources

Date: March 22, 2002

Subject: Monthly Report

There are two reports of committee recommendations and one proposal for Senate action.

I.   Report on Email Policy Recommendations

The Committee sent a recommendation to the Senior Vice President for Finance and Administration and the Director of IT concerning the use of the email system of the college by faculty and staff. (Attachment A)

II.   Report on User Code Recommendations

The Committee sent a recommendation to the Senior Vice President for Finance and Administration and the Director of IT concerning the use of computers at the College. (Attachment B)

III. Proposal for Senate Action Concerning Computer Resources: Maintenance and Upgrading (Attachment C)

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

ATTACHMENT A
COMMITTEE on COMPUTER RESOURCES

Date: March 22, 2002

To: Senior Vice President Howard Lapidus

From: Philip A. Pecorino, Chairperson, Committee on Computer Resources

Subject: Use of the College Email System by Faculty and Staff

The Academic Senate Committee on Computer Resources has received a number of complaints about the use and non-use of the email system. We now ask that the administration consider setting policies regarding the items addressed in these recommendations.

I. Administration Action:
The Senior Vice President for Finance and Administration should issue a directive to the college community concerning the use of the email distribution lists such as listed below.

II. Use of Email Distribution Lists:
All email users should be instructed to make judicious use of the distribution lists.
A. The sending of email to the **EVERYONE** list should be discouraged except for matters of importance to the entire community AND relevant to the mission of the college.   For example: notices from Administration, announcements of up-coming meetings and/or deadlines.
B. **Faculty notices** should not be sent to EVERYONE but to the appropriate distribution lists: FACULTY; CLT's; HEO's; ADJUNCTS
For example: faculty elections, faculty meetings, grants, faculty development: workshops, seminars, faculty "e-discussions". .
III. Personal and Social Matters: IT should establish a forum for the postings of items that are not germane to the mission of the college but may be of interest to members of the community. For example:
Retirements, party invitations, obituary/funeral information; special interest information or events including, but certainly not limited to athletic events, pool/gym hours, . . .
performing arts: concert, dance and theater announcements, ticket info, buildings and grounds: parking sticker information; notifications of upcoming building repairs, A/C – heat conversions, etc.

IV. Violations: Those who violate the guidelines would receive a reminder of the policy.
Those who violate the policy after several reminders should be subject to loss of email posting privileges imposed by the QCC Administration.

V. Email as Official Form of Communication:
A notice should go to everyone in the QCC community that as of a set and published date email will be considered an official form of communication. This being established all members should check their email regularly and frequently. It will not be acceptable for individuals to claim that they did not have knowledge of an official communication because they did not check their email.

ATTACHMENT B

COMMITTEE on COMPUTER RESOURCES
An Academic Senate Standing Committee

Date: March 22, 2002

To: Senior Vice President Howard Lapidus

From: Philip A. Pecorino, Chairperson, Committee on Computer Resources

Subject: Use of the College Computer Resources: a Code

The Academic Senate Committee on Computer Resources makes these recommendations for the amending of the current policy on Computer User Responsibilities.

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)

Computer User Responsibilities

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 Senior Vice President for Finance and Administration, 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. ***<u>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</u>***

5. You may not knowingly use any system to produce system failure or degraded performance. *<u>Chain letters are prohibited.</u>*

6. You may not engage in unauthorized duplication, alteration or destruction of any 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. ***<u>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.</u>***

9. ***<u>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.</u>***

10. *<u>Computer resources are provided for CUNY and QCC related purposes</u>*.You may not use computer resources for private purposes, including, but not limited to, the use of computer resources for profitmaking or illegal purposes. *<u>Solicitation for commercial or partisan political purposes is prohibited.</u>*

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. ***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***

13. The use of college computer resources may be subject to college regulations, and you are expected to be familiar with those regulations.

14. These regulations and college regulations are subject to revision. You are expected to be familiar with any revisions in regulations.

15. ***Users should immediately disclose to the Director of Information Technology 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.

** "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 webs

ATTACHMENT C

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 administration of the College should have the responsibility for the upgrading of hardware and software as are involved in the instructional program and such responsibility for the upgrading of hardware and software will not be placed on individual academic departments.
B. By 2003 the QCC Technology Plan will 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.