Acceptable Use Policy (AUP)

Introduction

This Acceptable Use Policy (AUP) outlines the standards for acceptable use of Technical College of the Rockies (TCR)'s information technology (IT) resources. These resources include but are not limited to computers, networks, internet services, email systems, software, and hardware. This policy applies to all users of TCR IT resources, including faculty, staff, post-secondary students, high school students, and any individuals accessing our IT resources.

The purpose of this policy is to ensure an IT environment that supports the educational mission of TCR while protecting the college and its community from legal and security risks.

General Principles

Respect for Intellectual Property: Users must not infringe on the intellectual property rights of others, including copyright, trademarks, and patents.
Privacy and Confidentiality: Users should respect the privacy and confidentiality of information accessed through TCR IT resources.
Compliance with Laws and Policies: Use of IT resources must comply with all applicable laws, regulations, and TCR policies.*
Security: Users must protect their accounts and passwords, report any security incidents, and not engage in activities that compromise TCR IT resources.

Acceptable Use

Users are encouraged to use TCR IT resources for educational, research, and institutional purposes. Acceptable use includes:

- Accessing learning materials and participating in courses.
- Conducting academic research.
- Communicating with peers and faculty for educational purposes.
- Engaging in college-sanctioned activities and operations.

Use of social media

Staff members may use social media within school both TCR and district guidelines for instructional purposes, including promoting communications with students, parents and the community concerning school related activities and for purposes of supplementing classroom instruction. As with any other instructional material, the application/platform and content shall be appropriate to the student's age, understanding and range of knowledge.

Staff members are discouraged from communicating with students through personal social media platforms/applications or texting. Staff members are expected to protect the health, safety and emotional well-being of students and to preserve the integrity of the learning environment. Online or electronic conduct that distracts or disrupts the learning environment or other conduct in violation of this or related district policies may form the basis for disciplinary action up to and including termination.

No Expectation of Privacy

TCR technology devices are owned by the college and are intended for educational purposes and college business at all times. Staff members shall have no expectation of privacy when using college technology devices. TCR reserves the right to monitor, inspect, copy, review and store (at any time and without prior notice) all usage of college technology devices, including all Internet and electronic communications access and transmission/receipt of materials and information. All material and information accessed/received through TCR technology devices shall remain the property of the school district.

Public records

Electronic communications sent and received by TCR employees may be considered a public record subject to public disclosure or inspection under the Colorado Open Records Act. All employee electronic communications shall be monitored to ensure that all public electronic communication records are retained, archived and destroyed in accordance with applicable law.

Prohibited Use

The following activities are considered unacceptable use of TCR IT resources:

Illegal Activities: Engaging in any activity that is illegal or violates any local, state, federal, or international laws.
Malicious Activities: Introducing malware, attempting unauthorized access, or any activity that harms TCR IT resources or other users.
Inappropriate Content: Accessing, distributing, or storing offensive, obscene, or sexually explicit material.
Unauthorized Sharing: Disclosing or sharing sensitive information without authorization, including personal data and confidential college information.
Commercial Use: Using TCR IT resources for personal gain or commercial purposes not approved by TCR.

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Enforcement and Sanctions

Violations of this policy may result in disciplinary action, up to and including suspension, expulsion, termination of employment, and legal action. TCR reserves the right to limit or revoke IT resource access to prevent further unauthorized or harmful activities.

Reporting and Contact Information

To report a violation of this AUP or to seek clarification on acceptable use, please contact the TCR IT Department:

Email: help@tcr.edu
Phone: (970) 874-6534

Acknowledgment

By using TCR's IT resources, users acknowledge they have read, understood, and agree to comply with this Acceptable Use Policy.

LEGAL REFS.

- 20 U.S.C. 6751 et seq. (Enhancing Education Through Technology Act of 2001)
- 47 U.S.C. 254(h) (Children's Internet Protection Act of 2000)
- 47 C.F.R. Part 54, Subpart F (Universal Support for School's and
- Libraries)
- C.R.S. 22-87-101 et seq. (Children's Internet Protection Act)
- C.R.S. 24-72-204.5 (monitoring electronic communications)

CROSS REFS.: AC, Nondiscrimination/Equal Opportunity

- EGAEA*, Electronic Communication
- DCSD Version File GBEE*

Responsibility Details

All employees are responsible for understanding the basic elements of and supporting this program. The following specific responsibilities are also established:

All Employees: Understand the elements of and acceptance of this program.
IT Systems Coordinator: Owner of this policy and responsible for reviewing/updating a minimum of once per annum. This involves; identifying, managing, executing and deploying program document revisions.

Leadership Team: Final approval on the program and all of its elements.