

## College Policy 6.05

### Internet and E-mail Use

#### Part 1. Policy Statement

Access to the Internet and e-mail is a privilege. All faculty and staff of MCTC are responsible for using these resources in an effective, ethical and lawful manner pursuant to Minn. Stat. sec 43A.38, regarding electronic communications by state employees. Electronic communications facilities are for College-related activities only. The College will not tolerate any fraudulent, harassing or obscene messages/materials transmitted over the Internet or any other network.

#### Part 2. Inappropriate usage defined

Inappropriate use of Internet or e-mail includes but is not limited to the following:

1. illegal activities
2. wagering, betting, or selling chances
3. harassment
4. solicitation, except for agency-sanctioned activities
5. commercial activities for personal financial gain
6. promotion of political or religious positions or activities
7. other unethical activities which may be subject to discipline
8. sending or reading private electronic mail, bulletin board messages, or publications on the web if not reasonably related to administrative or academic work
9. sending electronic messages or images to anyone who has requested they not be sent such transmissions
10. creating or forwarding chain letters electronically
11. changing, concealing, or forging the identity of the person who is sending e-mail
12. using another person's account.

#### Part 3. Disclaimers

If an individual wishes to participate in a news group of a controversial nature, he/she should include a disclaimer within the text of the document that states the author is not speaking as a representative of Minneapolis Community and Technical College.

#### Part 4. Penalty for Infractions

The College takes all policy violations seriously. Employees will be subject to appropriate discipline under the collective bargaining agreement or compensation plan. In addition to sanctions under appropriate policies and contracts, anyone who violates these guidelines may be subject to any or all of the following sanctions, depending on the nature and the seriousness of the violation:

- Loss of Internet and/or e-mail privileges
- Civil proceedings
- Criminal prosecution

MCTC will report all violations to the proper authorities including, but not limited to, campus, local and state police, the State Attorney General's Office, and/or federal law enforcement (FBI or Secret Service).

Minneapolis Community and Technical College has the right to suspend accounts and inspect files and data of any person suspected of misconduct pending the outcome of an investigation. Data and files may be turned over to the appropriate authorities.

**Date of Adoption:** 7/1/1999

**Date of Implementation (if different from from adoption date):**

**Date of Last Review:** 7/1/1999

**Date and Subject of Revisions:**