



SUNY Orange Policies and Procedures

Policy Number	Policy Title
BP2.8	Internet, Email and Personal Computer Use Policy

The Orange County Community College data network and personal computers exist to enrich the learning environment and to enhance the effectiveness and efficiency of all College operations. Use of these resources is a privilege, not a right, and access is granted with restrictions and responsibilities for their use.

The College is responsible for the design, maintenance and good working order of the network and for providing ongoing user training on the appropriate uses of the network. Individuals using computer or network resources belonging to SUNY Orange must act in a responsible ethical, moral, and legal manner, in compliance with federal, state and local laws and College policies, and with respect for the rights of others. College policies BP3.2 (Sexual Harassment and Discrimination Prevention) and BP3.3 (Non-Harassment/Non-Discrimination), in their entirety, apply to the use of College computers and networks.

It is a mission of the College to promote diversity in values and perspectives, and thus the College is respectful of the freedom of expression. The right to freedom of expression and academic inquiry is tempered by the rights of others, including but not limited to, privacy, freedom from intimidation, harassment, discrimination, cyberbullying, sexual harassment, protection of intellectual property, ownership of data and security of information.

Any technological device provided to faculty, staff and students is College property. The College data network is also the property of SUNY Orange. The College reserves the right to access its computer systems and devices, including monitoring on-line activity and inspecting computer work areas. The College also reserves the right to restrict the use of e-mail in appropriate circumstances in which there may be violations of College policies, or state or federal laws.

This policy applies to all members of the College community, including all full- and part-time employees, faculty, students and their parents or guardians, and other individuals such as contractors, consultants, other agents of the community, alumni, and affiliates that are associated with the College or has access to the SUNY and/or SUNY Orange network.

Violations of this policy resulting in misuse of, unauthorized access to, College technology resources may subject individuals to legal and/or disciplinary action, up to and including the termination of employment or contract with the College, or, in the case of students, suspension or expulsion from the College.

The Board of Trustees directs the President to develop such procedures as to fairly implement this policy.

Amended: Jan. 19, 2022