

# Spokane Colleges Administrative Procedure

## 8.10.01-A Acceptable Use of Information Technology Resources

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Implementing Board Policy [8.10.01](#)

Contact: Chief Information Officer, 509-279-6062

### 1.0 Purpose

This procedure establishes guidelines for the acceptable use of the Information Technology Resources (IT Resources) of Spokane Colleges

### 2.0 Limitations and Requirements

Spokane Colleges IT Resources are provided to support the instructional, aid the instructional, support, and administrative activities of the district. IT Resources are intended for the sole use of faculty, staff, students and other authorized users. IT Resource use will comply with Spokane Colleges policies and procedures as well as state and federal laws. Use of IT Resources does not give a right to privacy in those resources. Spokane Colleges reserves the right to monitor IT Resources and take appropriate action to protect the integrity of the IT Resources in accordance with laws, policies and procedures. If Spokane Colleges procedure or process does not provide specific guidance, the applicable WaTech policy shall be consulted and adhered to.

### 3.0 Acceptable and Prohibited Uses of IT Resources

- 3.1 IT Resources owned or held by Spokane Colleges and defined in [Board Policy 8.10.01](#) are state property provided to enhance instructional, support and administrative activities. IT Resources will be used only for legitimate student, instructional and support activities and administrative functions. IT Resources use will be consistent with state Ethics in Public Service laws and policies and procedures of Spokane Colleges. IT Resources are to be used in accordance with the Community and Technical College Network Acceptable Use policy as well as the K20 Network Conditions of Use and Acceptable Use policies.
- 3.2 Spokane Colleges supports the principles of academic and intellectual freedom. Spokane Colleges IT Resources are provided to support and foster the Spokane Colleges mission. Spokane Colleges reserves the right to discontinue a user's access if the use violates state or federal law or the policies or procedures of Spokane Colleges, its institutions or departments.
- 3.3 Network and application logon accounts issued to individuals (users) are intended for the sole use of that user and are non-transferable. Account passwords for individual accounts are not to be shared with others. Passwords for shared accounts must only be used by college authorized users. The user is responsible for all known usage of their assigned account.
- 3.4 Spokane Colleges IT Resource users will not conceal or falsify their identity when using Spokane Colleges IT Resources.
- 3.5 Spokane Colleges IT Resources may not be used to violate or circumvent U.S. Copyright laws.
- 3.6 Spokane Colleges IT Resources shall not be used for commercial, illegal or political purposes. Examples of commercial use include, but are not limited to, advertising, selling or buying for personal gain or benefit. Examples of illegal activity include, but are not limited to, accessing or creating obscene material or material likely to contribute to a hostile environment. Examples of political use include, but are not limited to, opposing or supporting political candidates, issues or ballot measures.

- 3.7 Users must physically secure devices owned by Spokane Colleges and not leave them unattended in public areas.
- 3.8 The following types of activities are examples of Spokane Colleges IT Resources use that are unethical and unacceptable and, in some cases, may violate state or federal law.
  - 3.8.1 Accessing another individual's account, private files, or e-mail without permission of the account user.
  - 3.8.2 Misrepresenting one's identity in electronic communication.
  - 3.8.3 Violating copyright and/or software agreements.
  - 3.8.4 Violating rules or codes set by services subscribed to by Spokane Colleges.
  - 3.8.5 Using computing resources to threaten or harass others.
  - 3.8.6 Using the Spokane Colleges IT Resources for non-college work, including but not limited to commercial or profit-making purposes without written authorization from the administration.
  - 3.8.7 Activities that are not Spokane Colleges mission related that unnecessarily use network bandwidth or storage, including but not limited to audio or video broadcasts and the downloading or sharing of data, music or videos.
  - 3.8.8 Faculty and staff use of e-mail, the Internet or telephone for personal purposes beyond de minimis use.
    - 3.8.8.1 The conditions for "de minimis" are defined in [WAC 292-110-010](#) as:
      - 3.8.8.1.1 There is little or no cost to the state;
      - 3.8.8.1.2 Any use is brief;
      - 3.8.8.1.3 Any use occurs infrequently;
      - 3.8.8.1.4 The use does not interfere with the performance of any state officer's or employee's official duties;
      - 3.8.8.1.5 The use does not compromise the security or integrity of state property, information systems, or software;
      - 3.8.8.1.6 The use is not for the purpose of conducting an outside business, in furtherance of private employment, or to realize a private financial gain; and
      - 3.8.8.1.7 The use is not for supporting, promoting the interests of, or soliciting for an outside organization or group.
  - 3.8.9 Lobbying or engaging in political activity.
  - 3.8.10 Violating lab and network system procedures and protocols (e.g. limits on workstation usage).
  - 3.8.11 Intentionally and without authorization, crashing, accessing, altering, interfering with the operation of, or damaging or destroying all or part of any computer, computer system, computer network, computer software, computer program, or computer database of Spokane Colleges or others.
  - 3.8.12 Installing unauthorized network services (e.g. web servers, FTP servers, Telnet server)
  - 3.8.13 Plugging personally owned devices, such as laptops, printers, networking equipment, printers, or gaming devices into Spokane Colleges-managed network ports.
  - 3.8.14 Tampering with systems or files in an attempt to hide activities.
  - 3.8.15 Attempting to circumvent, bypass, or compromise security of Spokane Colleges or others.

- 3.8.16 Intentionally using or installing hacking tools, viruses or system misconfigurations (e.g. Trojan horses, backdoors, viruses or exploit programs) to any Spokane Colleges IT Resource.
- 3.8.17 Intentionally or knowingly and without authorization, giving or publishing a password, identifying code, personal identification number or other confidential information about a computer, computer system, computer network or database.
- 3.8.18 Intentionally and with intent to defraud, accessing protected IT Resources without authorization, or exceeding authorized access and by means of such access further fraud and obtains anything of value.
- 3.8.19 Downloading software that has not been properly vetted by IT.
- 3.8.20 Making unauthorized changes to IT asset configurations.
- 3.8.21 Copying Spokane Colleges data onto any unauthorized removable storage devices or media.
- 3.8.22 Discriminating or harassing based on race, creed, color, age, sex or gender, religion, disability, or sexual orientation.
- 3.9 Spokane Colleges network users must use software that is already approved by Technology Services for business purposes including, but not limited to, email, data storage, word processing, and image processing.

#### 4.0 Monitoring and Implementation

- 4.1 Spokane Colleges reserves the right to monitor use of IT Resources in accordance with its policies and procedures. Spokane Colleges does not guarantee that messages are private or secure, although Spokane Colleges will make reasonable efforts to maintain the confidentiality of communications. Files, records, messages, and passwords will be disclosed when required by law. Electronic messages created or placed on Spokane Colleges IT Resources are considered public records, which may be subject to disclosure. Use of Spokane Colleges IT Resources for electronic messages is subject to [Chapter 42.52 RCW](#), *Ethics in Public Service*.
- 4.2 Spokane Colleges will implement hardware and software technologies that monitor, prioritize, shape and/or control network bandwidth. Such tools will be used to ensure that IT Resources are used effectively and efficiently to support the mission, policies and procedures of Spokane Colleges.
- 4.3 Anyone seeking an exception to this procedure must submit a request, in writing, to the Director of Technology Services and/or the Information Security Officer no less than 10 business days prior to when the proposed exception is expected to be implemented.

#### 5.0 Violations

Violation of the policies and procedures of Spokane Colleges or its institutions could result in loss of access to IT Resources. Student violation is subject to disciplinary action under the Code of Student Conduct. Violation by employees is subject to the appropriate discipline process up to and including dismissal, consistent with the provisions of the respective collective bargaining agreement or disciplines under [WAC Chapter 357-40](#). Illegal or unlawful use of Spokane College's IT resources may be subject to investigation and escalation to law enforcement authorities or legal proceedings.

#### 6.0 Related Information

- 6.1 [Board Policy 7.50.20](#) - US Copyright Laws, Use of Copyrighted Materials
- 6.2 [Chapter 42.52 RCW](#) - Ethics in Public Services

- 6.3 [Chapter 42.56 RCW](#) - Washington Public Records Act
- 6.4 [42.17.190 RCW](#) - Disclosure Campaign finances lobbying
- 6.5 [WAC Title 292](#) - Agency Substantive Rules, Use of State Resources
- 6.6 [WAC Title 357](#)- Personnel Department of Personnel Resources Board-Discipline
- 6.7 [Acceptable Use Policy](#) - K20 Network Conditions of Use
- 6.8 [WaTech Acceptable Use Policy](#)

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