



Information Technology Resources Acceptable Use Policy

What You Should Know Before Using RTC's Information Technology

1. **It is expected that any and all use of the college's information technology resources will be consistent with the laws of the State of Washington and the policies and procedural guidelines established by the college.**
2. The use of these resources is a privilege, not a right.
3. It is the user's responsibility to use these resources in a manner that is efficient, ethical, and legal.
4. There are no facilities provided by Renton Technical College for sending or receiving confidential messages.
5. Users must be aware that electronic messaging systems may not be secure from unauthorized access and should not be used to deliver confidential information.

What You May and May Not Do

1. You **may** use college computing resources only for authorized purposes.
2. You **may** use only those computing resources that you have been authorized to use.
3. If your access to computer resources is protected by a personal password, you **must not** make this password available to others.
4. You **may not** allow someone else to give his/her password to you or attempt to find out the password of another user, or aid such attempt by any other person.
5. You **may not** copy, rename, alter, examine, or delete the files or programs of another user without the user's permission.
6. You **may not** interfere with the use of computing resources by any other authorized user or compromise the confidentiality of the college's internal business practices or records.
7. You **must** be aware of the copyright law as they apply to computer software and other materials that you may access with college computing resources.
8. You **may not** impersonate someone else in any electronic message or send messages that do not clearly identify you as the sender.
9. You **may not** use the college's computing resources to send, receive, or display information including text, images, or voice that is sexually explicit or constitutes discrimination or harassment.
10. You **may not** subvert (known as hacking), or attempt to subvert or assist others to subvert, the security of any computing resources.
11. You **may not** request computer support from college personnel for home systems.
12. You **may not** use devices designed to capture or examine network data.
13. You **may not** use college resources to create, disseminate or execute self-replicating or similar nuisance programs (e.g. virus, Trojan horse), whether or not they are destructive in nature.
14. If you use the college computing resources to access external networks and computing resources, you agree to comply with the policies of those external networks and computing resources.

Disclaimer

The college accepts NO RESPONSIBILITY for any damages to or loss of data due directly or indirectly to the use of Renton Technical College computing resources or any consequential loss or damage. It makes representation of NO WARRANTY, expressed or implied, regarding the computing resources offered, or their fitness for any particular use or purpose. The college's liability in the event of any loss or damage shall be LIMITED TO THE FEES AND CHARGES, IF ANY, PAID TO THE COLLEGE for use of the computing resources, which resulted in a said loss or damage.

FOR THE COMPLETE TEXT OF RENTON TECHNICAL COLLEGE'S ACCEPTABLE USE POLICY AND PROCEDURES PLEASE REFER TO SECTIONS 20051 AND 20052 OF THE RTC PROCEDURE MANUAL.