

SAN FRANCISCO COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE PROCEDURES MANUAL

'LVWULFW LQV ZRUXN WILFOODVCH GCSX USRVHV RQO\ H[FHSW IRU SXUHO\ LQ
7KLV SURFHGXUH DSSVOM H G HQRV D O DDFXOWULFDVQ VWDII DQG WR RWKHUV
'LVWULFWU FRU P DMMLRXU FKLW SURFHGXUH UHURU URU W DWLROQ 'UMWRXU F HV ZKHW
LQGLYLFRXDOOR OOHG RU VKRDIHG ZRUMHOSV DDBRHS XWHU DQG
FRPSXWHU FRPPXQLFDWLRQ IDFLOLWERO VRZDFHGH GHED WHIGH RLSHWULW W/G
LQFOXGHV SHUVRQDO FRPSXWHUV ZRUNVWDWLRQV PDLQIUDPHV PLQ
SHULSKHUDOV LVRIWZFDUHL BQGJHVR RU ZKHV WUKHURU X G BIVQLVWUDWLRQ
UHVHDFK WHDFKLQJ RU RWKHU SXUSRVHV

Conditions of Use

,QGLYLGXDO XQLWV ZLWK LGWKW L'ROVOLFRO B DWGRQLQRI XVH IRU LQIRU
UHVRXUFHV XQGHU WKHLV FRUWPIROQVLF XHWQ W HZLWK WKLW RYHUDOO S
EXW PD\ SDUQLW HRQDO GHWDLO JXLGHOLQHV RU UHVWULFWLRQV

Legal Process

7KLSURFHG PLUHV V ZKW B ZRUN RI WRBUGV WULFFW DQG VWDWH DQG IGH
ODZ \$ XVHU'LVWULFW UHQV B B WVRZORX DWYH YLRODW KIGV DQS RO LFLHV
ZLOO XE M HFW WLS OLQXS WRF DQ B Q FOXGLQJ EXW QRW OLPLWHG WR OR
UHVRXUFHV S UYFLS B I B DU\ W XSHLOD B R B S OR P I S Q V R B Q RU
FLRLOFULPLQDFW DRHQ DO

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&RPSXWHU XVHUV FRPSXWLJKW S HFWG ROWE ZDQGH RWV BULQH LQIRUPDWLRQ

Copying

6RIWZDUH SURWHFWHG EFRS SHUG JH W HSDW QROW EHUPLWWHG E\
WKHZQH WRH FRS\ULJKW RU RWKFRSZULJKW SHODZV B H B WENFWHG VRIWZDUH
EHFRS LQWGR IURP RU E\ DQV\W W H P L S Y F H S X D Q L W WRUDR Y D D L G O L F H Q V H
RWKHU ZLVH B H E R S W W J H G W O D Z



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Title: DISTRICT USE OF COMPUTER, NETWORK AND CLASSROOM TECHNOLOGY	Number: AP 7.41
Legal Authority: 17 U.S. Code Sections 101 et seq.; Penal Code Section 502, Cal. Const., Art 1 Section 1; Government Code Section 3543.1 (b) Federal Rules of Civil Procedure, Rules 16, 26, 33, 34, 37, 45	

Number of Simultaneous Users 7 KH Q X P E G I U G L V W U L E X P A L R W K B H G S O S I G H V Q
 V X F K D Z D \ W K D W W K H Q X P E H U R I V L P X O W D Q H I F E X I V Q W W K U V Q X P E H G U
 R I R U L J L Q D O F R S L M W K S W U G K S D H G F E H Q W X Q O H V V R W K H U Z L V H V W L
 F R Q W U D F W

Copyrights , Q G G L W L R Q W R V R I W Z D U H D O O R W K H U F L F S Q V J K W H G L Q
 S U R J U D P V H W F U R U P H A R U P L S X Y W H G U R U Q H W Z R X W H I G H V Q X F U R C H R U P P D Q V F I E H
 D S S O L F D E O H F R S \ U L J & R S D I Q G F R W K H U S I E D H S Z H U O \ D W W U L E R X I W H G 3 O D
 F R P S X W H U L Q I R U P D W W R K H L W D S U R Z K L E W K B O L S O D R W B H U V S U R W H F W H G
 S U R K L E L W H G

Integrity of Information Resources

& R P S X W H U P X V W H V S H F W W K H L Q W H J U L W \ R I F R P S X W H U E D V H G L Q I R

Modification or Removal of Equipment & R P S X W H U X Q R W V D P X W H P S W W R P R G L I \ F
 U H P R F R P S X W H U H T X L S P R Q V S H U R S K B D U D I O R Z Q K G V E \ R W K H U V Z L W K R X
 D X W K R U L J D W L R Q

Unauthorized Use & R P S X W H U



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Abuse of Computing Privileges 8VHUV RI 'LVWULFW LQIRUPDWLRQ UHVRXUF
FRPSXWHUV FRPSXWHU VRIWZDUH FRPSXWHU GDWD RU LQIRUPD
DXWKRUL]DWLRQ RU LQWHQWLRQDOO\ HQDEOH RWKHUV WR GR V
VRIWZDUH GDWD LQIRUPDWLRQ RU QHWZRUN LQ TXHVWLRQ LV
RI WKH QHWZRUNV WR ZKLFK WKH 'LVWULFW EHORQJV RU WKH FR
QHWZRUNV ZLOO EH WUHDWHG DV DQ DEXVH RI 'LVWULFW FRPSXW

Reporting Problems \$Q\ GHIHFWV GLVFRYHUHG LQ V\WHP DFFRXQWLQJ
UHSRUWHG SURPSWO\ WR WKH DSSURSULDWH V\WHP DGPLQLVWU
LQYHVWLJDWH DQG VROYH WKH SUREOHP

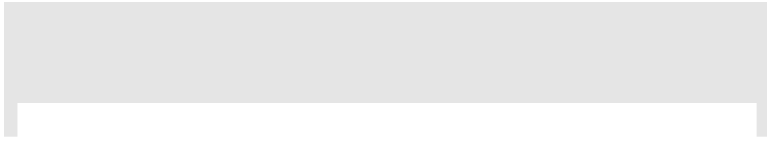
Password Protection \$ FRPSXWHU XVHU ZKR KDV EHHQ DXWKRUL]HG WR
DFFRXQW PD\ EH VXEMHFW WR ERWK FLYLO DQG FULPLQDO OLDEL
RWKHUZLVH PDNHV WKH DFFRXQW DYDLDEOH WR RWKHUV ZLWKR

Usage

&RPSXWHU XVHUV PXVW UHVSHFW WKH ULJKWV RI RWKHU FRPSXW
PHFKDQLVPV LQ RUGHU WR JDLQ XQDXWKRUL]HG DFFHVV WR WKH
LQIRUPDWLRQ DUH D YLRODWLRQ RI 'LVWULFW SURFHGXUH DQG P

Unlawful Messages

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Retrieval ,W LV SRVVLEOH IRU LQIRUPDWLRQ HQWHUHG RQ RU WUDQ
FRPPXQLFDWLRQV V\WHPV WR EH UHWULHYHG HYHQ LI D XVHU K

Public Records 7KH &DOLIRUQLD 3XEOLF 5HFRUGV \$FW *RYHUQPHQW
LQFOXGHV FRPSXWHU WUDQVPLVLRQV LQ WKH GHILQLWLRQ RI 3S
FRPPXQLFDWLRQV PDGH RQ WKH 'LVWULFW QHWZRUN RU FRPSXWH
PHPEHU RI WKH SXEOLF

Litigation &RPSXWHU WUDQVPLVLRQV DQG HOHFWURQLFDOO\ VWRU
OLWLJDWLRQ