

Los Angeles City College Administrative Services "How To" Book	Information Technology Department	IV G-2
<b>How Do I Know the Policies Regarding the User's Responsibilities in Using the College Computers or Network System?</b>		

## A. How Do I Know

### The policies regarding the responsibilities of computers or the network usage?

1. The Los Angeles Community College District provides computers, networks and computerized records ("computing facilities") for use by students, faculty, staff and administrators. These resources are intended to facilitate education, research, academic development and service to the public. Each individual user of these facilities ("user") is expected to exercise responsibility, use computing resources ethically and respect the rights and privacy of others.
2. All employees and students using computing facilities are expected to operate within the bounds of federal and state law and of District policies and standards. All existing District rules, regulations and policies apply to the use of computing facilities, including those that apply generally to personal conduct.
3. Individual users assume full responsibility and accountability for using computing facilities in accordance with District rules and policies, which include but are not limited to, compliance with the Policy Violations listed in the Information Technology Department "How To Book" [www.lacitycollege.edu](http://www.lacitycollege.edu) Section (IV G-4). Users must respect the rights of others, respect the integrity of the computing facilities and observe all laws, regulations and contractual obligations.
4. As a condition of access to computing facilities, every computer user must observe the following guidelines:
  - a. Maintain an environment conducive to learning and working, by using computing facilities according to the highest standards of professional and personal courtesy;
  - b. Maintain a secure environment for the systems by immediately reporting any security loopholes or unauthorized use of the facilities;
  - c. Assume responsibility for the protection of files by backing up data and programs; and
  - d. Make economical and wise use of shared computer resources.
5. Employees, which include student workers, may be provided access to computing facilities as part of their assigned duties. Employee users must limit their use of computing facilities to activity within the scope of their employment and necessary to conduct District business. **Reference: Administrative Regulations B-27.**  
[http://www.laccd.edu/admin\\_reqs/](http://www.laccd.edu/admin_reqs/)

