

Memorandum

Date: September 12, 2005

To: All College Personnel

From: Arnold Gonzalez, Chief Information Officer

RE: Information Services & Planning Alert – Misuse of Network Resources Strictly Prohibited

An examination of our network has revealed that the current slowdown in our Internet/Intranet service is largely the result of misuse. Some individuals at the college are downloading music files, video files, web broadcasts, sharing these files, and even setting their PCs to continually download files for recreational purposes. In addition, we have found unauthorized network devices like wireless access points, routers and switches that have caused network slowdown, as well as, downtime. Information Services & Planning (IS&P) has also found computers and laptops that were not processed through internal STC procedures and have caused virus outbreaks and caused network downtime.

Persons conducting this type of Internet and Intranet activity must stop immediately.

Impeding the intended use and normal workflow of network operations is a serious matter. Online radio broadcasts, music and video downloads are detrimentally affecting STC. These recreational file transfers are taxing our networks thus hindering technology-based instruction and administration. Cutting-edge technologies like Voice and Video over IP have been incorporated into our network to provide additional services to STC. However, these technologies rely on network and bandwidth availability to function properly. In order to accommodate these new technologies, as well as, web-based instruction, we have doubled and in some areas quadrupled network bandwidth. To the detriment of STC, these bandwidth increases have been largely consumed by misuse. **Policy #4712 and the referenced “*Guidelines Governing Access & Usage of Communication Technologies*” strictly prohibit these activities and thus will be closely monitored for compliance. All network misuse will be reported to supervisors and Human Resources for proper administrative action.**

IS&P has begun tracking this type of activity back to individual PCs and will soon begin notifying supervisors of suspected policy violations. If you are unsure if your current online activities violate college policy, or if you require assistance in removing such files from a PC, contact the Help Desk at 872-2111 for assistance.

Unauthorized setup of network and computer devices is strictly prohibited. The current process requires all network and computer devices at STC be approved via a work order created by the Help Desk. If any unauthorized devices are found, they will be confiscated and not returned. The incident will be reported to your immediate supervisor and Human Resources for proper administrative action.

Copyright infringement is a crime. Corporate copyright holders have contracted Internet investigation agencies to locate violators on the Internet and have threatened to prosecute. Several colleges and universities across the nation have already received notice that their institution is under investigation for suspected criminal activity as a result of this nationwide investigation. Colleges can be held jointly liable for the criminal copyright infringement taking place on their networks, making the actions of even one person detrimental to many.

Remember: You are personally accountable for all college assets in your care. Work responsibly.