



- a) Violation of Law. Any use of Hartnell's technology resources which is in violation of federal, state or local law, or which is in aid to or furtherance of the violation of federal, state or local law, is prohibited. This includes, but is not limited to, the violation of copyright and other intellectual property laws.
- b) Using a computer account that you are not authorized to use. Obtaining a password for a computer account without the consent of the account owner.
- c) Using the Campus Network to gain unauthorized access to any computer systems.
- d) Knowingly performing an act which will interfere with the normal operation of computers, terminals, peripherals, or networks.
- e) Knowingly running or installing on any computer system or network, or giving to another user, a program intended to damage or to place excessive load on a computer system or network. This includes but is not limited to programs known as computer viruses, Trojan horses, and worms.
- f) Attempting to circumvent data protection schemes or uncover security loopholes.
- g) Violating terms of applicable software licensing agreements or copyright laws.
- h) Deliberately wasting computing resources.
- i) Using electronic mail to harass others.
- j) Masking the identity of an account or machine.
- k) Posting materials on publically accessible information technology resources that violate existing laws or the District's codes of conduct.
- l) Attempting to monitor or tamper with another user's electronic communications, or reading, copying, changing, or deleting another user's files or software without the explicit agreement of the owner.
- m) Commercial Activities. Hartnell's technology resources exist for educational purposes and may not be used for any commercial activities for personal financial gain, whether on behalf of individuals or for-profit entities, unless expressly authorized by Hartnell in writing.
- n) Obscene Material. Accessing, uploading, downloading, transmitting, producing, storing or viewing of any obscene material is prohibited. Obscene material includes "harmful matter" as defined by California Penal Code section 313, meaning "matter, taken as a whole, which to the average person, applying contemporary statewide standards, appeals to the prurient interest, and is matter which, taken as a whole, depicts or describes in a patently offensive way sexual conduct and which, taken as a whole, lacks serious literary, artistic, political, or scientific value for minors."
- o) Food or Drink Prohibited. Users of Hartnell's technology resources generally accessible to the public, such as computer labs, may not possess or consume any food or drink, including water, while using such resources or within the immediate vicinity of the technology equipment.
- p) Defamatory/Harassing/Threatening Material. Creation or transmission of material which is defamatory, harassing or threatening toward another person is



designated server platforms that the IT personnel has authorization and access

state or federal statutes. Setting aside these few exemptions, the vast majority of email communications are available through a PRA request. Therefore, email communications among and between employees and/or students are not confidential or private. Placing a "confidential statement" at the end of an email does not control whether a communication is exempt from the PRA. Email communications related to HCCD

Penalties may be imposed under one or more of the following: California Education Code regulations, Hartnell regulations, California law, or the laws of the United States.



