

**BOARD POLICY SERIES NUMBER: 5075**

**TITLE: DATA PROCESSING, COMPUTER, PRINTING, AND MEDIA EQUIPMENT USE**

DATA PROCESSING EQUIPMENT USE

The college will not authorize or engage in commercially related use of the data processing equipment. The college administration, upon request, will have the latitude to assist public agencies when appropriate. The college may recover processing costs associated with providing requested information to non-Linn-Benton Community College requestors. The college administration will have the latitude to charge for use of data processing equipment for instruction when appropriate.

MEDIA SERVICES

The college Media Services will meet the college needs prior to making such equipment and services available to community groups and organizations.

PRINTING SERVICES

The college Printing Services will meet the college needs prior to offering materials and services to nonprofit groups and tax-supported organizations.

COMPUTER USAGE

The college will promote ethical and legal use of its computer resources by staff, students, and the public. Account theft, file theft, violations of informational privacy, and/or harm to operating systems is prohibited. Use of computer resources for any purpose that violates federal or state laws, including copyright and licensing laws, also is prohibited.

DATE OF ADOPTION: 04/14/83

DATE(S) OF REVISION(S): 03/17/93; 04/27/94; 02/21/96; 03/19/97