

SAN FRANCISCO COMMUNITY COLLEGE DISTRICT  
ADMINISTRATIVE PROCEDURES MANUAL

'LVWULFW LQV ZRUXN WILFOODVCH GCSX USRVHV RQO\ H[FHSW IRU SXUHO\ LQ  
7KLV SURFHGXUH DSSVOLN G HQRV D O DFLXOWULFDVQ VWDII DQG WR RWKHUV  
'LVWULFWU FRU P DMMLRXU FKLW SURFHGXUH UHURU URU W B W L R Q ' U M W R X U F H V Z K H W  
LQGLYLFRXDOOR OOHG RU VKRDIHG ZRUMHOSV D D B R O S X W H U D Q G  
FRPSXWHU FRPPXQLFDWLRQ IDFLOLWERO VRZDFHGH GHED WHIGH RLSHWULW W/G  
LQFOXGHV SHUVRQDO FRPSXWHUV ZRUNVWDWLRQV PDLQIUDPHV PLQ  
SHULSKHUDOV LVRIWZFDUHL B Q G J H V R R U Z K V W K H U R U X G B B V Q L V W U D W L R Q  
UHVHDFK WHDFKLQJ RU RWKHU SXUSRVHV

Conditions of Use

,QGLYLGXDO XQLWV ZLWK LGV KW L R Q V O L F R Q B D W G R I Q R I X V H I R U L Q I R U  
UHVRXUFHV XQGHU WKHLV FRUWPIROQVLF XHWQ E H Z L W K W K L V R Y H U D O O S  
EXW PD\ SDUQLW HRQDO GHWDLO JXLGHOLQHV RU UHVWULFWLRQV

Legal Process

7KLSURFHGXUHV V Z K W B E Z R U N R I W R B U G V V R U L F W D Q G V W D W H D Q G I H G H  
ODZ \$ X V H U ' L V W U L F W U L Q V R X B B W R Z O R K D W H Y L R O D W K I G V D Q S R O L F L H V  
Z L O O X E M H G F W F L S O L Q X S W R F D Q G Q F O X G L Q J E X W Q R W O L P L W H G W R O R  
UHVRXUFHV S U V F L S B I Q D U \ W X M S H L Q D R P R R S O R H P I S Q V R B Q R U  
F L R I O F U L P L O D F O D R H Q D O

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&RPSXWHU XVHUVFRSXWLJKW S H F W G R O W E Z D O C H R W O V B U L Q H L Q I R U P D W L R Q

Copying

6RIWZDUH SURWHFWHG EFRSSHLG JHVAHSUW QROW EIHUPLWWHG E\  
WKHZQHWRH FRS\ULJKW RU RWKFRSZULJKSHODZWBHGBVENFWHG VRIWZDUH  
EHFRSLOHGR IURP RU E\ DQV\WVWHLPSYFUDSADQLW WRUDRYDOLG OLFHQVH  
RWKHUZLVH SHFRS 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 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 K I H V Q X P I E H G U  
R I R U L J L Q D O F R S L M 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

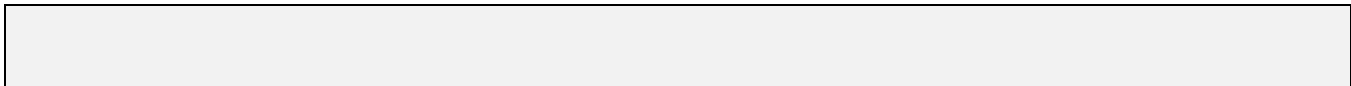
Copyrights      , Q G G L W L R Q W R V R I W Z D U H D O O R W K H U F L F S Q V J K W H G L Q  
S U R J U D P V H W F U R U P H A R U P L S X Y W H G U R U Q H W Z R X W H I G H V Q X F U R C H R U P P D Q V F I E H  
D S S O L F D E O H F R S \ U L J & R S D I Q G F R E W K H U S I E D H S Z H U O \ 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 M 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 I 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 V 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\ GHIFWV GLVFRYHUHG LQ V\WHP DFFRXQWLQJ  
UHSRUWHG SURPSWO\ WR WKH DSSURSULDWH V\WHP DGPLQLVWU  
LQYHVWLJDWH DQG VROYH WKH SUREOHP

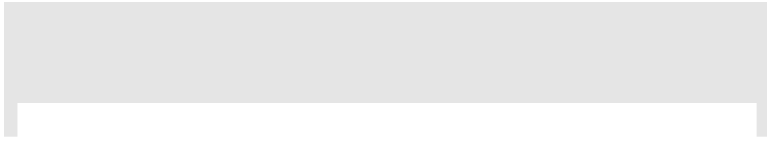
**Password Protection** \$ FRPSXWHU XVHU ZKR KDV EHHQ DXWKRUL]HG WR  
DFFRXQW PD\ EH VXEMHFW WR ERWK FLYLO DQG FULPLQDO OLDEL  
RWKHUZLVH PDNHV WKH DFFRXQW DYDLDEOH WR RWKHUV ZLWKR

**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