

DCTC Procedure 5.22.3 Blogging

Chapter 5 – Administration

Part 1. Purpose and Applicability.

Subpart A. Purpose.

The purpose of this procedure is designed to further implement and clarify Dakota County Technical College (DCTC) policies relating to computer usage by employees.

Subpart B. Applicability.

This procedure shall apply to all employees of DCTC including faculty, staff, and student workers. As a condition of employment with DCTC, employees agree to abide by applicable rules and policies.

Part 2. Content

Content that is posted, linked to, uploaded or otherwise transmitted through the service should NOT include:

- Photographs of students or student work that have not been authorized by the student(s). Only photographs of students or student work that has been authorized by the student via a student release form may be posted to a blog. The student release form may be obtained from the DCTC Marketing and Communications Office or on the DCTC Intranet.
- Activities that violate state or federal law or regulations.
- Wagering or betting.
- Harassment, threats to or defamation of others; stalking, and/or discrimination in violation of DCTC Policy 1B.1.
- Fund raising, private business or commercial activity, unless it is related to the mission of the Minnesota State or its colleges and universities. Mission related activities are determined by the DCTC President or the Chancellor, and include activities of authorized campus or system-sponsored organizations.
- Material that is or may be reasonably regarded as obscene, sexually explicit, or pornographic, including depiction, photograph, audio recording, or written work, except as such access relates to the academic pursuits of a Minnesota State student or professional activities of a Minnesota State employee.
- “Spamming” through widespread dissemination of unsolicited and unauthorized e-mail messages.
- Material that contains software viruses or any other computer code, files or programs designed to interrupt, destroy or limit the functionality of any computer software or hardware or telecommunications equipment.
- Software or computer code that conducts surveillance on the users of the site.
- Illegal or unauthorized copies of another person’s copyrighted work, such as providing logos, software, music, books, movies and television shows without regard for legal fair use or licensing restrictions; providing methods to obtain copyrighted works without regard for fair use or licensing restrictions; or providing information to circumvent manufacturer-installed, copy-protected devices.
- Content that involves the transmission of “junk mail,” “chain letters,” or unsolicited mass mailings, instant messages, “spim,” or “spam.”

Furthermore, bloggers may not:

- Forge or otherwise manipulate identifiers in order to disguise the origin of any content transmitted through the service.
- Interfere with or disrupt the service, servers or networks used to provide or receive the service or disobey any requirement, procedure, policies and regulations of any networks used to provide and receive the service.
- Plagiarize or in any way take credit for creative work or ideas that are not their own.
- Solicit passwords or personal identifying information for commercial or unlawful purposes from other users.
- Conduct commercial activities and/or sales without prior consent from DCTC President or designee, including but not limited to contests, sweepstakes, barter, advertising, or pyramid schemes.

Part 3. Users

Users must comply with laws and regulations, Minnesota State/DCTC policies and procedures, contracts, and licenses applicable to their particular users.

This includes, but is not limited to:

- The laws of libel, data privacy, copyright, trademark, gambling, and obscenity.
- The federal Electronic Communications Privacy Act and the Computer Fraud and Abuse Act, which prohibit “hacking” and similar activities.
- State computer crime statutes.
- Student conduct codes.
- Applicable software licenses.
- DCTC Policy 1B.1 prohibiting discrimination and harassment.
- DCTC Policy 1C.2 prohibiting fraudulent or other dishonest acts.
- MnSCU Policy 3.26 concerning intellectual property.
- MnSCU Policy 5.22 concerning acceptable use of computers and information technology resources.

Failure to follow these terms of use may result in the termination of the user’s access to the service, and the blog may be archived or deleted. Further disciplinary action may be taken at the discretion of the supervisor.

DCTC makes no claim to the ownership of the content posted to DCTC’s blogging service, whether written, photographic or otherwise. Posting, uploading or otherwise transmitting content to DCTC’s website or an authorized agent of the college for the purpose of being posted implicitly grants a Creative Commons Attribution-Noncommercial-Share Alike 3.0 United States License to use that content.

Part 4. Disclaimer

The following disclaimer must be posted on every blog site:

“The opinions expressed by bloggers and commentators are the responsibility and opinion of the individual authors and do not necessarily represent the view or policies of Dakota County Technical College (DCTC) or its employees. DCTC makes no representations to the accuracy of the information represented, and no claim to the ownership or content of the authors’ contributions.”

Related Documents:

- Minnesota State Policy 3.26

- Minnesota State Policy 5.22
- DCTC Policy 1B.1
- DCTC Policy 1C.2
- [Procedure](#)

Procedure History:

Date of Adoption: 02/05/2010

Last Revision Date: 06/01/2017

Date most recent procedure revisions go into effect: 06/01/2017

Date and Subject of Revisions:

06/01/2017 – Updated title and history and changed numerous MNSCU references to Minnesota State.
Part 1 text was duplicated so removed that portion and renumbered remaining sections.