

## 1.0 Definitions

- 1.1 For the purpose of these Los Rios Community College District Policies and Administrative Regulations, terms shall be defined as follows:
  - 1.1.1 “Access” means to gain entry to, instruct, or communicate with the logical, arithmetical, or memo function resources of a computer, computer system, or computer network.
  - 1.1.2 “Administrative Computing” means all computer equipment, software, services, policies, and procedures which are in place to support all computing except direct instructional use (classroom, video, Internet, or other methods). Administrative Computing includes, but is not limited to systems which serve the following functions, internal Business/Accounting, Human Resources/Personnel, Student Administration/Records, electronic-mail/calendaring, general Internet/intranet use, Desktop office systems, file sharing/printing, and all other general productivity systems. Participation in Administrative Computing systems is applicable to Los Rios Management, Faculty, Classified Staff, Students, Contractors, and Consultants.
  - 1.1.3 “Administrator” means a District employee, or a contractor or vendor authorized by a District employee to provide access to the Systems.
  - 1.1.4 “Computer contaminant” means any set of computer instructions that are designed to modify, damage, destroy, record, or transmit information within a computer, computer system, or computer network without the intent or permission of the owner of the information. They include, but are not limited to, a group of computer instructions commonly called viruses or worms, which are self-replicating or self-propagating and are designed to contaminate other computer programs or computer data, consume computer resources, bypass security programs, modify, destroy, record, or transmit data, or in some other fashion alter the normal operation of the computer, computer system, or computer network.
  - 1.1.5 “Computer network” means any system which provides communications between one or more computer systems and input/output devices including, but not limited to, personal computers, servers, display terminals and printers.
  - 1.1.6 “Computer program or software” means a set of instructions or statements, and related data, that when executed in actual or modified form, cause a computer, computer system or computer network to perform specified functions.
  - 1.1.7 “Computer services” includes, but is not limited to, computer time, data processing, or storage functions, or other uses of a computer, computer system, or computer network.

- 1.1.8 “Computer system” or “System” means any computers, network, and/or associated facilities which includes hardware, software, data stored or accessible electronically, and documents and manuals available to support the usage and/or operation and maintenance of the System leased or owned by the District and associated facilities, including those located on the college campuses, outreach centers, the District Office, Facilities Management, and other offsite facilities whether wholly or partly operated by the District, as a computer system designed, intended or used for administrative purposes.
- 1.1.9 “Data” means a representation of information, knowledge, facts, concepts, computer software, computer programs or instructions. Data may be in any form, in storage media, or as stored in the memory of the computer or in transit, or presented on a display device.
- 1.1.10 “Injury” means any unauthorized alteration, deletion, damage or destruction of a computer system, computer network, computer program, or data caused by the access.
- 1.1.11 “Supporting documentation” includes, but is not limited to, all information, in any form, pertaining to the design, construction, classification, implementation, use, or modification of a computer, computer system, computer network, computer program, or computer software, which information is not generally available to the public and is necessary for the operation of a computer, computer system, computer network, computer program, or computer software.
- 1.1.12 “User” includes any District employee, student, contractor, vendor or other person who uses the Systems.
- 1.1.13 “Victim expenditure” means any expenditure reasonably and necessarily incurred by the owner/lessee to verify that a computer system, computer network, computer program, or data was or was not altered, deleted, damaged, or destroyed by the access.