

Office. If the complaint involves the employee's supervisor or someone in the direct line of supervision, or if the employee for any reason is uncomfortable in dealing with his or her immediate supervisor, the employee may go directly to the MCCCC EEO/AA Office.

B. Students

Students who experience sexual harassment in the academic environment (by a faculty member, administrator, campus visitor or other student) are urged to report such conduct to the Dean of Students (or equivalent) at each individual campus. A student may also contact the MCCCC EEO/AA Office to obtain the name and phone number of the college official designated to respond to sexual harassment complaints.

C. General - Applicable to Both Employees and Students

1. Complaints will be investigated according to procedures established by the MCCCC EEO/AA Office. Copies of these procedures may be obtained in the College President's office, Dean of Students Office and the MCCCC EEO/AA Office.
2. The college/center/MCCCC will investigate all complaints as professionally and expeditiously as possible.
3. Where investigation confirms the allegations, appropriate responsive action will be taken by the college/center/MCCCC.
4. The MCCCC EEO/AA Office phone number is 480-731-8477.

CONFIDENTIALITY [AR 5.1.13]

Records will be maintained in a confidential manner to the extent permitted by law and insofar as they do not interfere with MCCCC's legal obligation to investigate and resolve issues of sexual harassment.

VIOLATIONS OF LAW [AR 5.1.14]

An employee or student may be accountable for sexual harassment under applicable local, state, and/or federal law, as well as under MCCCC policy. Disciplinary action by MCCCC may proceed while criminal proceedings are pending and will not be subject to challenge on the grounds that criminal charges involving the same incident have been dismissed or reduced.

FALSE STATEMENTS PROHIBITED [AR 5.1.15]

Any individual who knowingly provides false information pursuant to filing a discrimination charge or during the investigation of a discrimination charge will be subject to appropriate disciplinary action, up to and including, employment termination or academic dismissal.

RETALIATION PROHIBITED [AR 5.1.16]

Retaliation against an employee or student for filing a sexual harassment complaint or participating in the investigation of a complaint is strictly prohibited. MCCCC will take appropriate disciplinary action, up to and including employment termination or academic dismissal if retaliation occurs.

STATE EMPLOYEES, ACCESS TO INTERNET PORNOGRAPHY PROHIBITED; CAUSE FOR DISMISSAL; DEFINITIONS [A.R.S. §38-448]

- A. Except to the extent required in conjunction with a bona fide, agency approved research project or other agency approved undertaking, an

**state employees,
access to internet
pornography
prohibited**

employee of an agency shall not knowingly use agency owned or agency leased computer equipment to access, download, print or store any information infrastructure files or services that depict nudity, sexual activity, sexual excitement or ultimate sexual acts as defined in Section 13-3501. Agency heads shall give, in writing, any agency approvals. Agency approvals are available for public inspection pursuant to Section 39-121.

- B. An employee who violates this section performs an act that is cause for discipline or dismissal of the employee and for an employee in state service is considered misuse or unauthorized use of state property pursuant to Section 41-770.
- C. All agencies shall immediately furnish their current employees with copies of this section. All agencies shall furnish new employees with copies of this section at the time of authorizing an employee to use an agency computer.
- D. For the purposes of this section:
 - 1. "Agency" means:
 - a. All offices, agencies, departments, boards, councils or commissions of this state.
 - b. All state universities.
 - c. All community college districts.
 - d. All legislative agencies.
 - e. All departments or agencies of the state supreme court or the court of appeals.
 - 2. "Information Infrastructure" means telecommunications, cable and computer networks and includes the Internet, the worldwide web, Usenet, bulletin board systems, on-line systems and telephone networks.

TECHNOLOGY RESOURCE STANDARDS [AR 4.4]

Introduction

The Maricopa County Community College District (MCCCD) provides its students and employees access to information resources and technologies. Maricopa recognizes that the free exchange of opinions and ideas is essential to academic freedom, and the advancement of educational, research, service, operational, and management purposes, is furthered by making these resources accessible to its employees and students. At Maricopa, technological resources are shared by its users; misuse of these resources by some users infringes upon the opportunities of all the rest. As Maricopa is a public institution of higher education, however, the proper use of those resources is all the more important. Accordingly, Maricopa requires users to observe Constitutional and other lawful mandates whose aims are to safeguard and appropriately utilize technology resources that are acquired and maintained with public funds.

General Responsibilities

Technology resources (including, but not limited to, desktop and laptop systems, printers, central computing facilities, District-wide or college-wide networks, local-area networks, access to the Internet, electronic mail and similar electronic information) of the Maricopa County Community College District are available only to authorized users, and any use of those resources is subject to these Standards. All users of Maricopa's technology resources are presumed to have read and understood the Standards. While the Standards govern use of technology resources District-wide, an individual community college or center may establish guidelines for technology resource usage that supplement, but do not replace or waive, these Standards.

Acceptable Use

Use of Maricopa's technology resources, including websites created by employees and students, is limited to educational, research, service, operational, and

technology resource standards