

**POLICY****STUDENT USE OF COLLEGE COMPUTERS AND NETWORKS**General Statement Regarding Use

Use of college computers and networks is meant to further the educational mission of the college, support the instructional objectives of college courses/programs, and enhance the educational experience of students. All rules and regulations in this policy document are designed to support these proper uses.

Proper Use of Computer Facilities

The college's computer facilities are dispersed throughout the campuses of the institution. Some of these facilities are concentrated in specific student use areas and others are located in instructional areas such as labs, departments, and resource centers (for example, libraries). These policies shall govern student use of computer facilities throughout the college and its campuses.

Students are granted access to the college's computer facilities for a specific purpose. Such purpose must conform to the objectives outlined above in the "General Statement Regarding Use." Use of college computer facilities is granted to students who are officially registered as students at the college at the time of such use. Others may use college computer facilities only when granted permission by duly authorized college personnel.

All students using college computer facilities shall respect basic standards of common sense, courtesy, safety, and consideration of the needs of others, especially when consuming the shared computer resources of the college. The proper use of facilities means:

1. Not accessing computers, networks, software, or other facilities/equipment you have not been authorized to use.
2. Respecting the privacy rights of others in using college computers.
3. Avoiding all use which could be harassing, intimidating, or annoying to others.
4. Respecting intellectual property rights of others, copyright protection, and ownership publication/distribution standards.
5. Safeguarding the college's significant investment in equipment, networks, software, and licensing agreements.
6. Taking prudent and reasonable action to prevent all unauthorized use of college computer facilities including, but not limited to, use of the student's own password and login identification and not making any attempt to defeat college computer security measures.
7. Using all college computer facilities in a manner that conforms to all applicable federal, state, and local laws. These laws are posted on the bulletin board in each computer lab.
8. More restrictive computer usage policies may exist in individual computer labs.
9. Students shall not download and/or install any software without permission of authorized college personnel.
10. Students must not use computing facilities wastefully. Examples include squandering paper, computer time, game playing, chat-line, etc.

**POLICY****STUDENT USE OF COLLEGE COMPUTERS AND NETWORKS, continued**Use of College Networks

Use of college networks should conform to the objectives outlined above in the “General Statement Regarding Use.” In addition, network usage that entails connection with external networks, the Internet, etc., must conform to the standards that prevail in terms of use of those networks. College network services must not be used for commercial purposes, to foster religious goals, or for partisan political activities, unless they are part of college course assignments. All network users must promote efficient use of network services by avoiding activities that constrain other user access and /or interfere with the work of others.

E-Mail Privileges

The college grants e-mail privileges using its computer, network facilities, and Internet, subject to the following conditions:

1. Student agrees to respect all provisions of this Student Use Policy.
2. Student agrees to respect all password/login procedures of the college, including usage of the assigned login procedure and not sharing their password/login with others or attempting to use the password/login of others.
3. Student agrees to not attempt access to the files/records of other users.
4. Student agrees to not transmit messages that violate federal, state or local laws.
5. Student agrees to not send any electronic communication that conveys false or fraudulent information, including forging the identity of others or attempting to conceal one’s own identity.
6. Student agrees to avoid using the e-mail privilege for any activities that might constitute harassment, or that foster religious or partisan political goals, or that involve private commercial purposes.

In addition, student users recognize that the college cannot guarantee the privacy of student e-mail transmissions and that students assume all risks associated with the transmission of sensitive information over college network facilities.

Policy Enforcement

When the college believes that violations of its Computer Use Policy exist, it reserves the right to investigate such violations and to copy and examine pertinent files and the content of student electronic mailboxes. Investigations that uncover improper usage of college resources may lead to one or more of the following actions:

1. Denying or limiting future access of a student to college computer resources.
2. Notification of college authorities for other disciplinary action, as per college policies regarding student conduct.

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3. Disclosure of findings to law enforcement when appropriate.
4. Preemptive measure of college computer personnel to limit improper use.

Use of the college computer constitutes an agreement to abide by this policy.

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