Title: Computer Ethics and Internet Policy
Originated by: Director of IT
Signature   Date
Approved by:
Signature   Date
Reviewed on: Revised on: August 26, 2011

Policy Statement: Appropriate Internet use should always be legal and ethical, reflect academic honesty, and show restraint in consumption of the shared resources.

Rationale: Users are responsible for maintaining an environment free of malicious, inappropriate, or illegal acts. Unacceptable uses of the computer system will result in the revoking of computer access.

Procedure:

1.   Examples of unacceptable use are (but not limited to):

   a. Using the network for any illegal activity, including violation of copyright or other contracts.
   b. Transmitting of any material in violation of any U.S. or state regulation, threatening or obscene material or material protected by trade secret.
   c. Using the computing resources of another organization's network in violation of its rules.
   d. Using the network for financial or commercial gain.
   e. Degrading or disrupting equipment or system performance.
   f. Vandalizing the data of another user.
   g. Gaining unauthorized access to resources or entities.
   h. Invading the privacy of individuals.
   i. Using an account owned by another user.
   j. Posting personal communications without the author's consent.
   k. Using inappropriate language, pictures, text, or other data on the computer or network.
   l. Obtaining a file transfer without permission.
   m. Engaging in activities that relate to material involving the sexual exploitation of minors as defined by Federal Code Title 18, Part I, Sexual Exploitation or other abuse of children.

2.   Computer Safety:

   a. Users are responsible for maintaining a safe environment:
   b. Users will keep passwords secure.
   c. Users will change passwords when directed by the Director of IT or Network Administrator.
   d. Users will agree that the administration, faculty, and staff can request that the IT Department close a student's account when inappropriate behavior by a student occurs. Such action must be approved by Administration.
   e. Users will agree that Administration will decide what inappropriate use is and their decision is final.

3.   Guidelines

   a. Any user identified as a security risk or having a history of problems with other computer systems may be denied access.
   b. Vandalism is defined as any unauthorized access and/or malicious attempt to harm or destroy data of another user. This includes, but not limited to, the uploading or creating of computer viruses. Users will be accessed the cost of damage to the computer or computer application.
   c. Users are responsible for maintaining an environment conducive to learning.
   d. Users will display college appropriate conduct when using the computer equipment or network.
   e. Users will adhere to printing guidelines as directed by staff.
   f. Users will be supervised by staff at all times.
   g. Users will keep use areas clean and free of food and drink.
   h. Users are responsible for maintaining an environment in which resources and responsibilities are shared equitably between users.
   i. Users will use only software which has been assigned by staff.
   j. Users will agree that the computer systems are set up by the IT Department and will not alter them in any way.
   k. Users will agree that use of the Internet is a privilege, not a right, and inappropriate use will result in the cancellation of those privileges.