

## **Residence Hall Network Policy**

The Clinton Community College computing and network resources are provided primarily for the use of college students, faculty and staff. These are intended to be used for educational purposes and to carry out the legitimate business of the College. Appropriate use of the resources includes instruction, study assignments, research, communication and the official work of the campus organizations and agencies of the college. In each area of our campus community users are expected to use Clinton Community College's computer resources first and foremost for tasks related to their respective roles.

### **Access Privilege is Not Transferable**

The privilege of using the campus and network computing resources provided by the college is not transferable or extendible by members of the college community to people or groups outside the college without the written approval of the Technology Services Department.

### **Expected Behavior**

Those who use the computing and network resources are required to behave in their use of the technology in a manner consistent with mature behavior and as well as federal and state law. This includes the use of campus personal computers and terminals, departmental computing facilities, general-use computers, printers, and campus network resources. Improper use of college computing and network resources will result in disciplinary action.

### **Account Security**

For any computer account, you are responsible for the use made of that account. All accounts are required to be protected from unauthorized access by the use of a password. You are responsible for guarding against unauthorized use of your account. If you discover that someone has made unauthorized use of your account, you should immediately report the intrusion to the network manager, system administrator or Technology Services. Do not tell your password to anyone else or give him or her access to your account, including members of your own family.

### **Information Privacy**

Information stored on Clinton Community College's computers and network equipment is private property. Some of it is personal property (email messages, class assignments, term papers, etc.) and some of it is the property of Clinton Community College (information produced by, or for, Clinton Community College employees in carrying out the legitimate business of the college.) Along with the privilege of using the college's computer and network resources comes the responsibility to honor the privacy of other people's information. Attempts to browse, copy, or modify files or passwords or attempts to discover passwords belonging to other people or organizations, whether at Clinton Community College or elsewhere, will result in strict disciplinary action.

### **System Security**

Access to information stored on Clinton Community College's computers and network equipment is controlled by assignment of accounts and passwords. The network manager and system administrators control these accounts and passwords. This security information is the property of Clinton Community College. If you know about or learn about a hole in system or network security, you have an obligation to report this information to the network manager, system administrator or Technology Services. Failure to do so may result in disciplinary action. Any attempt to access, copy or modify this security information or to obtain system privileges to which you are not entitled or any action which interferes with the supervisory or accounting functions of the systems or that is likely to have such effects will result in appropriate disciplinary action. Technology Services personnel may routinely monitor an individual's computer use, although they do not routinely examine files or read electronic mail in an individual's account. However, they have the right to do so and will do so in the event computers are or are believed to be misused. Evidence of misuse will be reported. Please use your account wisely.

### **Viewing or Accessing Inappropriate Material**

Use of college owned or provided equipment (including network lines such as those within your residence hall room) for the viewing or accessing of illegal material is strictly forbidden. This applies to any screen display or printing of images, sounds or messages that could reasonably be considered illegal. Any person, whether student, employee or guest of the college, who is caught accessing such material using college owned equipment or network resources will be appropriately disciplined.

### **Transmitting Inappropriate Material**

Use of college owned or provided equipment to transmit pornographic, harassing or otherwise offensive material is strictly forbidden. This applies to any screen display or printing of images, sounds or messages that could reasonably be considered pornographic, harassing or offensive. Any person, whether student, employee or guest of the college, who is caught transmitting such material, whether requested by the recipient or not, will be appropriately disciplined.

### **Respect for Copyrights and License Agreements**

The College presents for your use many programs and data which have been obtained under contracts or licenses stating that they may be used but not copied, cross-assembled, or reverse-compiled. In addition, other institutions and individuals on attached networks make software available under similar conditions. You are responsible for determining that programs or data are not restricted in this manner before copying them in any form, or before reverse-assembling or reverse-compiling them in whole or in any part. If it is unclear whether you have permission to copy such software or not, assume that you may not do so.

### **Computer Viruses**

Computer viruses are man made programs or program fragments which are potentially damaging to computer based information and resources. All users need to be sensitive to the ease of spreading viruses and should take steps to insure that files and disks are virus free. If you suspect that any file, disk or system that you are using is infected with a virus you should report it immediately to the system administrator, network manager or Technology Services. Anyone found creating, modifying or willfully disseminating computer viruses Trojan horses, worms or other willfully destructive or deceptive programs on Clinton Community College computers or network resources will be disciplined.

### **Commercial Use**

The computing and network resources of the College may not be used for commercial purposes without the written approval of Technology Services.

### **Consequence of Violating Appropriate Use Policy**

Any person using Clinton Community College computing or network resources that in any way violates this appropriate use policy is subject to any or all of the following disciplinary actions:

1. Verbal or written warning to the offender.
2. Restriction of system access for a specified period or until acts of restitution has been performed.
3. Revocation of all system privileges for a specified period.
4. Statement of charges sent to the Vice President of Student Services, which could lead to other penalties depending on the seriousness of the offense