

Information Technology Student/Guest Acceptable Use Agreement

It is the policy of Miles Community College to provide access for our community to local, national and international sources of information and to provide an environment that encourages the free exchange of ideas and sharing of information. Access to the College's information technology resources is a privilege and must be utilized in an ethical manner.

The College expects all members of the MCC community to use computing and information technology resources in a responsible manner, respect these resources that have been provided, the rights and privacy of others, the integrity of facilities and controls, and all pertinent laws, College policies and standards.

This policy outlines the standards for acceptable use of Computing Resources, which include, but are not limited to, equipment, software, networks and data whether owned, leased, or otherwise provided by Miles Community College.

This policy applies to all students and guests accessing internal or external network services, such as the Internet via the MCC Campus.

Preserving the access to information resources is a joint effort that requires each member to act responsibly and safeguard against abuses. Therefore, both the group as a whole and each individual user have a responsibility to abide by the following standards of acceptable and ethical computer use:

Use only those computing and information technology resources for which you have authorization.

Use computing and information technology resources only for their intended purpose.

Protect the access and integrity of computing and information technology resources.

Abide by applicable laws and college policies and respect the copyrights and intellectual property rights of others, including the legal use of copyrighted software.

Respect the privacy and personal rights of others.

Failure to comply with the appropriate use of these resources threatens the atmosphere for the sharing of information, the free exchange of ideas and the secure environment for creating and maintaining information property. Any student or guest of the College found using information resources for unethical or unacceptable practices has violated this policy and is subject to disciplinary proceedings including suspension of system privileges, withdraw from current course, dismissal from the College, or legal action as may be appropriate.

Miles Community College reserves the right to limit or restrict the use of its computing and information technology resources based on institutional priorities and financial considerations, as well as when it is presented with evidence of a violation of College policies, contractual agreements, or applicable state and federal laws. Although all students and guests of the College have an expectation of privacy, if a user is suspected of violating this policy, their right to privacy may be superseded by the College's requirement to protect the integrity of information technology resources, the rights of other users and the property of the College. The College, thus, reserves the right to examine material stored on or transmitted through its facilities if there is probable cause to believe that the standards for acceptable and ethical computer use are being violated by a student or guest of the College. A reasonable attempt will be made to notify end users if a violation of these or other College policies is known or suspected before any specific action is taken.

Acceptable Use Agreement Guidelines

These guidelines are intended to assist the College in the interpretation and administration of the Acceptable Use Agreement for Computing Resources. They outline the responsibilities each member of the College accepts when using computing resources.

This is put forth as a minimum set of standards for all areas of the College and may be supplemented with specific guidelines.

Use only those computing and information technology resources for which you have authorization.

For example: it is a violation

- to use resources you have not been specifically authorized to use
- to use someone else's account and password or share your account and password with someone else
- to access files, data or processes without authorization
- to purposely look for or exploit security flaws to gain system or data access

Use computing and information technology resources only for their intended purposes.

For example: it is a violation

- to upload, download, or distribute pornography
- to use privileged access for other than official duties
- to use former privileges after graduation or transfer

Protect the access and integrity of computing resources.

For example: it is a violation

- to release a virus or worm that damages or harms a system or network
- to prevent others from accessing an authorized service
- to attempt to deliberately degrade performance or deny service
- to alter or destroy information without authorization

Abide by applicable laws and college policies and respect the copyrights and intellectual property rights of others, including the legal use of copyrighted software.

For example: it is a violation

- to download, use or distribute pirated software, music, or movies
- to upload, download, distribute or possess child pornography
- to distribute pornography to minors

Respect the privacy and personal rights of others.

For example: it is a violation

- to tap a phone line or run a network sniffer
- to access or attempt to access another individual's password or data
- to access or copy another user's electronic mail, data, programs, or other files

Acceptable Use Agreement Policies

Computer Lab Policies

- No food or drinks are allowed in the lab
- Do not change the software settings used on the computers
- Do not install any programs on the computers
- Do not download from the internet onto the computers
- Volume is allowed with headphones only
- Unsupervised minors are not allowed in the computer labs
- Displaying any type of pornography is not allowed
- Refrain from viewing inappropriate material
- Student doing homework have priority use of the computers
- Keep noise to a minimum, the computer lab is a study area

To report problems or request assistance, please see the Instructor if available.

External Devices Policy

The College is not responsible for any damage caused to personal devices including, but not limited to, external hard drives, zip drives, CD drives, cameras, memory, printers, etc., that are connected to College-owned computers or other devices. If users decide to use these devices, they do so at their own risk.

Software Policies

All software installed on MCC computers is licensed for use on MCC workstations only. This software may not be copied to disk or otherwise transferred and installed to personal computers.

Software may not be installed by students on MCC workstations either by downloading or from external media.

File Sharing Policy

Illegal music, movie, and software file sharing and related copyright violations will not be tolerated at Miles Community College. If the College receives a reputable claim of copyright infringement, it will initiate an immediate investigation. If there is evidence that copyright infringement has occurred, access to network services will be terminated until the suspected violator meets with a College official to discuss the matter. If after the individual's computer or other device is examined by College officials and the individual agrees to abide by all laws and College policies related to copyright, network access will be restored.

Violators may also be subject to civil and criminal fines and possible jail sentences. The College is not liable for violations of its Acceptable Use Agreement and Copyright Laws by students or guests of the College and all users of College equipment.

Miles Community College respects copyright laws and will cooperate with court ordered investigations related to possible copyright infringement.

Security Camera Policies

Security cameras may be installed in situations and places where the security of either equipment or people would be enhanced. Cameras will be limited to uses that do not violate the reasonable expectation of privacy as defined by law. When appropriate, the cameras may be placed campus-wide, inside and outside buildings. Although the physical cameras may be identical, the functions of these cameras fall into two main categories:

- 1.) Anti-theft and Vandalism: Where the main intent is to take pictures and store them on a remote device so that if an item is discovered stolen or vandalized, the pictures will show the perpetrator. Examples: an un-staffed computer lab, an un-staffed science lab, or a parking lot.
- 2.) Personal Security: Where the main intent is to take pictures and store them on a remote device so that if a person is assaulted, the picture will show the perpetrator. An authorized MCC employee may also monitor relevant live cameras. Examples: a major hallway or a parking lot.

Information obtained from the cameras will be used exclusively for law and/or policy enforcement. All camera installations are subject to federal and state laws.

Any student found tampering with or vandalizing MCC security cameras has violated this policy and is subject to disciplinary action.

Printing Policies

Network printing is available using shared printers located on the MCC Campus. Students are allocated 500 black and white printed pages for the entire academic year.

Students may supplement their initial allocation by depositing funds for additional print-

ing.

Printing costs are on a per page basis. Students using the printers on campus must only print from their designated user account. The system will then debit the students account accordingly.

Students who exceed 500 prints will be charged the appropriate amount. This charge will be made directly to their student account.

Email Policies

E-mail is an official means for communication within MCC. Therefore, the College has the right to send communications to students via e-mail and the right to expect that those communications will be received and read in a timely fashion. For security and privacy reasons, e-mail is not appropriate for transmitting sensitive or confidential information.

The MCC IT Department will assign all students an official College e-mail address. It is to this address that the College will send e-mail. Students are expected to check their e-mail on a frequent and consistent basis in order to stay current with College communications. Faculty may determine how e-mail will be used in their classes. Faculty may expect that students' e-mail addresses are being accessed, and faculty may use e-mail for their courses accordingly.

A student may have e-mail electronically redirected to another e-mail address. If a student wishes to have e-mail redirected from his or her official address to another e-mail address, they may do so, but at their own risk. Having e-mail redirected does not absolve a student from the responsibilities associated with communication sent to their e-mail address.

It is a violation of this policy to use e-mail for: harassment or to stalk other individuals, to download or distribute pornography, send "hoax messages", to send e-mail to a large number of users (SPAM), or to use this address for advertising or commercial purposes.

Violations:

Every member of the College community has an obligation to report suspected violations of the above guidelines. If a suspected violation involves a student, a referral may be made to the Director of Information Technology. In addition to this document, specific computers and labs may have additional rules in association with their use. These rules should be posted clearly at the facility. Violations of those rules are considered violations of the Acceptable Use Agreement.

IT Department Responsibilities

The IT Department Personnel have the additional responsibility of ensuring the integrity, confidentiality, and availability of the resources they are managing. Persons in these positions are granted significant trust to use their privileges appropriately for their intended purpose and only when required to maintain the system. Any private information seen in carrying out these duties must be treated in the strictest confidence, unless it relates to a violation or the security of the system.

Be aware that IT Personnel are charged with preserving the integrity and security of resources, security sometimes can be breached through actions beyond their control. Users are therefore urged to take appropriate precautions such as safeguarding their account and password, not sharing their account or passwords with others, taking full advantage of file security mechanisms, backing up critical data and promptly reporting any misuse or violations of the policy.

Cooperation with IT Personnel

From time to time activities may interfere with operation of the system, even though they may not clearly be prohibited by the Acceptable Use Agreement. In such cases, a person from the IT Department or other College staff person may contact you and ask you to stop or postpone doing something. You are expected to comply with such instructions. Once you have received such a warning, any further activity of the same kind will be

treated as a violation of the Acceptable Use Agreement. If you think the IT Personnel staff member has acted inappropriately in asking you to stop something, you may file a grievance using the Grievance Procedure outlined in the Student Handbook. However, you will be expected to comply with the ruling of the staff while this review occurs.

To report infractions involving MCC computer resources or to this Acceptable Use Agreement, please contact the Director of Information Technology.

Miles Community College Acceptable Use Agreement MCC Copy

After reading the Miles Community College Acceptable Use Agreement, I understand and will abide by the agreement. I further understand that any violation of the Acceptable Use Agreement is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action.

Student's Full Name (please print): _____

Student's Signature: _____ Date: _____

Please read, sign, and return this page to Miles Community College Student Services. Until this form is returned, you will not be able to register for classes.

Miles Community College Acceptable Use Agreement Student Copy

After reading the Miles Community College Acceptable Use Agreement, I understand and will abide by the agreement. I further understand that any violation of the Acceptable Use Agreement is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action.

Student's Full Name (please print): _____

Student's Signature: _____ Date: _____

Please read, sign, and return this page to Miles Community College Student Services. Until this form is returned, you will not be able to register for classes.