

**Purpose:**

A user of the Seward County Community College (SCCC) Network Computer System--defined as a computer, computer system, computer network (including any outside networks accessible through SCCC such as the Internet), computer software, computer program, data base, or any part thereof--hereby agrees to abide by the procedures and policies of SCCC and the State and Federal laws. Outlined in this policy are expected standards of conduct on the use of the SCCC network computer system and the disciplinary actions taken for not adhering to those standards. All terms and conditions as stated in this document are applicable to all users of the network. This policy is intended to be illustrative of the range of acceptable and unacceptable uses of the computing systems and Internet and is not intended to be exhaustive.

**Mission and Rights:**

- \* SCCC owns a variety of computing systems that are provided for the use of SCCC students, faculty, and staff in support of the educational programs of the college. All computer use shall be consistent with the mission and goals of SCCC.
- \* Commercial uses are specifically excluded.
- \* All users are responsible for seeing that the computing facilities are used in an effective, efficient, ethical, and lawful manner.
- \* SCCC reserves all rights, including termination of services without notice, to the computing resources that it owns and operates.
- \* This policy shall not be construed as a waiver of any rights of SCCC, nor shall it conflict with applicable acts of law.

**Computer User Names and Passwords:**

- \* It is the responsibility of all SCCC users to maintain and protect their user names and passwords. SCCC users are solely responsible for all computing operations executed under their user names.
- \* Sharing a user name and/or password with others is prohibited.
- \* Disguising an identity to falsely acquire a user name is prohibited.
- \* Users may not, under any circumstances (except for system administrators), transfer or confer computer information privileges to other individuals.

**System Resources:**

- \* Users are responsible for maintaining an environment in which resources are shared equitably between users.
- \* Any attempt to deprive other authorized users of resources or access to any SCCC computer is prohibited.
- \* Any attempt to gain access to unauthorized computer resources is prohibited.
- \* Any unauthorized modification or destruction of computer resources is prohibited.
- \* The willful introduction of computer “viruses” is prohibited. Violators will be prosecuted to the fullest extent of the Law.

**Harassment:**

- \* A user who harasses, or makes defamatory or derogatory remarks, shall bear full responsibility for his or her actions. Further, by using this system, users agree that individuals who transmit such remarks shall bear sole responsibility for their actions.
- \* Users agree that SCCC’s role in managing this system is only as an information carrier, and that they will never consider transmission through this system as an endorsement of said transmission by SCCC.
- \* All users have the right to be free from any conduct connected with the use of SCCC computing systems that discriminates against any person on the basis of race, color, national origin, sex, or disability. Discriminatory conduct includes, but is not limited to, written or graphic conduct that satisfies both the following conditions:
  1. harasses, denigrates or shows hostility or aversion toward an individual or group based on that person’s gender, race, color, national origin or disability, and
  2. has the purpose or effect of creating a hostile, intimidating, or offensive environment.

**Outside Networks:**

- \* Many of the SCCC instructional computing systems provide access to outside networks both public and private that furnish computing services. Users are advised that SCCC does not assume responsibility for the contents of any of the outside networks.
- \* The user agrees to follow proper etiquette on outside networks.
- \* Any network traffic that originates at SCCC and moves to other networks must conform with any applicable policies of those subsequent networks.

- \* The user agrees never to attempt to transmit, or cause to be transmitted, any message in which the origination is deliberately misleading (except for those outside services which may conceal identities as part of the service).
- \* SCCC reserves the right to restrict access to any outside network.

**Copyright and Unauthorized Distribution:**

- \* Computer software protected by copyright shall not be copied from, into, or by means of SCCC computing facilities, except as permitted by law or by the contract with the owner of the copyright.
- \* Any unauthorized release of printed or computer-based information is prohibited.

**Privacy:**

- \* All computer use, including use of the Internet, shall be consistent with the mission and goals of SCCC. To this end, no user shall have any expectation of privacy with regard to the user's use of the computer, including the content of any electronic mail sent or received or the material accessed on the Internet. SCCC system administrators will audit, inspect, and/or monitor the user's use of the Internet, including all file transfers, all Webster visited and all electronic mail messages, as deemed appropriate.
- \* Should SCCC determine that the user is in apparent violation of this policy or relevant law, over-utilizing system resources or abusing system resources during regular business hours, the user may be disciplined as set forth below.

**Acceptable Internet Use Policy**

In addition to all policies set forth herein, which policies apply to all computer usage, the following are policies designed specifically for use of the Internet. If a user violates any of the provisions in this policy, his/her account will be terminated and future access will be denied. Some violations may also constitute a criminal offense and may result in legal action. Any user violating these provisions, applicable state and federal laws, is subject to loss of access privileges and any other SCCC disciplinary options.

Acceptable Use

- \* Must be consistent with the rules appropriate to any network being used/accessed
- \* Unauthorized use of, publishing, downloading or transmitting copyrighted materials is prohibited
- \* Publishing, downloading or transmitting threatening or obscene material is prohibited
- \* Distribution of material protected by trade secret is prohibited

- \* Use for commercial activities is not acceptable

#### Privileges

- \* Access to the Internet is not a right, but a privilege
- \* Unacceptable usage will result in cancellation of account and possible disciplinary proceedings

#### Netiquette

- \* Be polite
- \* Do not use vulgar or obscene language
- \* Use caution when revealing your address or phone number (or those of others)
- \* Electronic mail is not guaranteed to be private
- \* Do not intentionally disrupt the network or other users
- \* Abide by generally accepted rules of network etiquette

#### Security

- \* If you identify a security problem, notify a system administrator immediately
- \* Do not show or identify a security problem to others
- \* Do not reveal your account password or allow another person to use your account
- \* Do not use another individual's account
- \* Attempts to log on as another user will result in cancellation of privileges
- \* Any user identified as a security risk or having a history of problems with other computer systems may be denied access
- \* User must notify the system administrator of any change in account information
- \* User may be occasionally required to update registration, password and account information in order to continue Internet access
- \* SCCC has access to all mail and user access requests, and will monitor messages as necessary to ensure appropriate use

Vandalism/Harassment

- \* Vandalism and/or harassment will result in the cancellation of the offending user's account. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet or other networks. This includes, but is not limited to, creating and/or uploading computer viruses. Harassment is defined as set forth above but also includes the persistent annoyance of another user or the interference in another user's work, i.e., the sending of unwanted mail.

**Violations:**

- \* Any violation of this policy or applicable laws will result in disciplinary actions by the proper authorities.
- \* Any user's privileges may be suspended immediately upon the discovery of a possible violation of this policy.
- \* Such suspected violations will be confidentially reported to the appropriate college official(s).
- X Violations of these policies will be dealt within the same manner as violations of other SCCC policies and may result in disciplinary review.

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