

Student Computer Usage Policies and Procedures

I. Campus Computer Usage Overview

The purpose of this document is to define the policies and procedures for using the administrative systems, computer resources, and network systems at CCCTI. CCCTI will provide network access, computer systems, and other equipment to employees and students for the purpose of completing college-related assignments. Because of a wide range of users and uses, it is necessary to establish policies and procedures that assure that the systems are used in the most efficient manner possible while providing for the protection of equipment, data, and software. While the vice president of technology and instructional support services is charged with responsibility for the proper operation of the computer systems, college employees and students are responsible for seeing that the computers are properly used and that security is maintained.

Use of Technology Resources

CCCTI technology resources may not be used for any purpose that is illegal, malicious, dishonest, or damaging. Any other action which violates any college, state, or federal policy is strictly prohibited and subject to discipline up to and including expulsion.

Members of computer services or the administration may at any time use or examine the equipment, software, and services on college owned equipment.

Technology services, software, and equipment owned by CCCTI are provided as a tool to complete course assignments and are not intended for personal use.

Unacceptable uses include, but are not limited to, the following:

- unauthorized software or file downloads
- unauthorized relocation or modification of technology systems, equipment, or software
- libel or slander
- harassment
- fraud
- violation of copyright or infringement on trademark rights
- use of an employee or student's account, password, or any other code or ID assigned to another individual
- unauthorized access or attempt to access college systems or other networked devices
- abuse or unauthorized use of college communications systems (email, phone, messaging)
- business, personal, or other purpose unrelated to normal college business
- academic dishonesty
- violation of privacy
- accessing, sending, sharing or use of any materials contrary to the mission of CCCTI
- participating in any other activity which violates another college policy

*Freedom of expression is a constitutional right afforded to individuals. However, users of college equipment, systems and software are held accountable for their actions and will respect the rights of individuals who may be offended by the services and images retrieved on the Internet. Individuals who feel they have been harassed should report the incident to the vice president of technology and instructional support services.

Violators of the computer usage policies and procedures previously stated will be subject to one or more of the following sanctions: verbal and/or written warning, temporary or permanent suspension of computer access privileges, or dismissal from the college as stated in the CCCTI Student Code of Conduct.

II. Procedures

The following procedures are to be used by students using college-owned equipment, software, systems, and services. These procedures also apply to personally-owned equipment if they are used to access the campus network and services. Procedures may be modified and information regarding new or modified procedures will be distributed to students via the student email system.

Security

Basic access to the CCCTI computer system and network is controlled through User ID and password protection. Each computer system has a personal ID that must not be used by any other user. CCCTI reserves the right to authorize the Computer Information Services Staff to override user accounts and computer systems if sufficient evidence of inappropriate usage exists.

Users should not leave computer systems unattended. If a user must leave the immediate area of his/her workstation for an extended period of time, he/she should log off the system. Sensitive information should not be left unattended or sent to printers that are located in areas open to the public.

All students of CCCTI are provided student email accounts. This is the primary form of communication between instructors, staff, and students. Student email is provided as a tool to complete college assignments and communicate with college personnel. Email accounts must not be used for unauthorized purposes.

Computer related files or data (including email) are considered open records and are subject to discovery and subpoena during disciplinary or legal actions. The college reserves the right to view, monitor, and disclose contents of email and data created, transmitted, received, and stored on college owned computer systems.

Electronic Signature Policy

CCCTI recognizes an electronic signature as a valid signature from faculty, staff, and students if the communication occurs through a college-issued account. Students use electronic signatures for processes such as registering for classes, checking financial aid awards, paying student bills, etc. Faculty and staff use electronic signatures for processes such as submitting grades, accessing campus computers, accessing course management systems, etc. Electronic signatures from accounts not issued by the college will not be accepted.

CCCTI recognizes faculty, staff, and student electronic signatures as their unique username and password. CCCTI assigns usernames and passwords to faculty, staff, and admitted students. These individuals are required to change their passwords upon initial login. It is the responsibility and obligation of each individual to protect the confidentiality of his/her username and password. Once logged in, the student or employee is responsible for any information he or she provides, updates, or removes. Students and employees are also responsible for adhering to the requirements of the institutional computer usage policy.

The CCCTI electronic signature policy is established to confirm and bind the identity of an individual to a process requiring his or her signature. This policy also reflects the legal intent of the individual that the electronic signature has the same authority as his or her written signature. By establishment of the Electronic Signature Policy, CCCTI is responsible for assuring electronically-signed record integrity, security, and accessibility to those who are entitled to such access by law, statute, or regulation. These records will be retained for any period mandated and in a form capable of being reproduced as needed.

NOTE: This policy is adapted from the Family Educational Rights and Privacy Act and the Electronic Signatures Act.

Network and Telecommunications Policy

Network and telecommunications services are provided to students as a tool for completing college related assignments.

Network and Internet access is a privilege, not a right, and can be withdrawn from those that use them irresponsibly. Users should not deliberately attempt to modify or degrade the performance of the network. Network services are provided to complete college-related tasks and not for personal business or recreation. Network services must not be used to intercept data, monitor user accounts, gain unauthorized access to restricted data, or for any purpose that violates other college, federal, state or local regulations. This policy applies to any technology equipment used on campus to access the college network whether personal property or college property.

Social Networking/Media Policy

Social networking, blogs, wikis, and social media sites (along with other online community sites), such as Facebook, Twitter, My Space, YouTube, and Flickr, are being used increasingly by individuals to electronically communicate with each other. CCCTI recognizes the benefits of utilizing social media resources and expects all users to agree to use the resources legally, ethically and in keeping with their intended use when using the college network and systems. Inappropriate or questionable use will be addressed.

Most online social networking sites and resources require an email address and personal profile information. Personal accounts should not be used to officially represent or promote CCCTI, a CCCTI organization, department, division, athletic team, group, official business, campus activity or event. When representing the college, or entity of the college, an approved campus representative account must be used. Individuals or groups are not permitted to freely create campus representative accounts on social networking, blog, wiki, or other social media sites. Only CCCTI employees specifically authorized by the marketing and communications department may create online accounts and/or post official college (departmental, divisional, athletic, organizational) information, media files, documents, resources, calendars, and events.