

### Introduction

Carl Sandburg College provides computing resources to support its academic, student development, community service, human resource, research and administrative functions. These resources are intended for the sole use of College administrators, faculty, staff, students and other authorized users. Computing resources include computer systems, personal computers, computer workstations, communications networks, Internet access, computer software, data files, and other associated laser discs at all College locations.

### Policy

It is the policy of Carl Sandburg College to maintain access for its administrators, faculty, staff, and students to local, national and international sources of information and to provide an atmosphere that encourages access to knowledge and sharing of information. These information resources will be used by College personnel and students with respect for the public trust afforded the institution, in accordance with College regulations, and within local, state, and federal copyright and information laws. To ensure continued availability of the information resource and access to it by College personnel and students, the College will take action in concert with local, state and federal law as well as the regulations established herein against those who violate these regulations or disrupt the function of these systems. In the final analysis, the continued usefulness of this resource is the responsibility of its users who must all guard against abuses which disrupt and/or threaten the long-term viability of these systems at the College.

The college will respect the privacy of all user accounts. All users must be aware that complete privacy cannot be guaranteed. The College reserves the right to monitor all user accounts.

### User Access and Responsibility

Access to the College's computer system will be accomplished through the establishment of the computer use accounts accessed by means of a password. These computer use accounts are issued to the individual (College personnel, students, and other authorized persons) and are intended for the sole use of that individual. These accounts and their passwords are not transferable.

The owner is responsible for all usage on their assigned account.

### Unacceptable Usage

The following are examples of behavior that is unethical and/or not acceptable, and, in some cases, may violate local, state or federal law:

- altering or damaging system software or hardware configurations
- accessing another individual's account, private files or E-mail without permission of the owner
- accessing or altering College personnel, financial, or student files without appropriate authorization
- misrepresentation of one's identity or password in electronic communication
- violation of copyright and/or software agreements
- violation of rules or codes set by services subscribed to by the College
- using computing resources to threaten or harass others
- using the College systems for commercial or profit-making purposes without written authorization from the College administration
- disobeying lab and/or system policies, procedures and protocol (e.g., time limits on workstation usage)
- plagiarizing of computer programs or parts thereof, or written materials without authorization or proper notation
- copying subroutines or text materials without authorization
- using the network to gain unauthorized access to any other computer system or network
- introducing viruses or other contaminating strategies to the College or other computer systems or networks through the College-wide computer network
- hacking, this includes but is not limited to cracking passwords, intentionally crashing the system, forging E-mail and accessing system files or other people's private files for which the user has not been specifically granted access
- attempting to circumvent data protection schemes or uncovering security loopholes; this includes possessing, creating, and/or running programs designed to identify security loopholes or decrypt security data
- using Carl Sandburg College information technology for any illegal or unlawful purpose
- using profanity obscenity, or fighting words

### Enforcement

Violations of this policy, including any appendices, shall be cause for discipline. Alleged violations of this policy shall be subject to the College's existing disciplinary procedures. Carl Sandburg College treats access and use violations of computing facilities, equipment, software, information resources, networks, or privileges seriously. Unauthorized or improper use will lead to the possible revocation of their user's access. The College may also require restitution for any use which is in violation of the usage guidelines. Carl Sandburg College will pursue criminal and civil prosecution of violators when appropriate.

Privacy

Users should recognize the limitation to the privacy of electronic documents. The College cannot guarantee privacy of any accounts. All users should be aware that system operators have access to all accounts. Violation of this policy grants the operator of the system the right to review a user's usage and waives all rights of privacy the user (including students, faculty, staff) may claim or may have. The College retains the right to release the names of users to appropriate authorities in accordance with College procedures.

Disclaimer

The College makes no warranties of any kind, expressed or implied, for the service it is providing. The College will not be responsible for any damages you suffer. This includes the loss of data resulting from delays, non deliveries, or your errors or omissions. Use of any information you obtain over the Internet through the College's computer system is at your own risk. The College specifically denies any responsibility for the accuracy, quality or content of information obtained through the Internet accessed through the College's computer system.

All individuals using the institution's computer system will sign a statement indicating he/she has read, is aware of, and will adhere to the College's Acceptable Use Policy for its computer system.

USER'S AGREEMENT

By signing this agreement you acknowledge the following:

- Understand the rules and regulations of the Carl Sandburg College Acceptable Use Policy.
- Realize that, if the results are violated, your account will be canceled.
- This is a legal binding document. Violation of this policy may result in the revocation of user privileges and disciplinary action.

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Last Name First Name

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Social Security

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Address Telephone Number

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City State Zip

I have read the Acceptable Use Policy. If I follow the policy, I may maintain an account at Carl Sandburg College. If I do not follow that policy as stated previously, I understand that my account will be revoked and that I may be subject to disciplinary action. I further understand that the College does not guarantee the privacy of any user account and that the College retains the right to release the names of users to appropriate authorities in accordance with College procedures.

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Signature Date

RELEASE OF RESPONSIBILITY FOR STUDENTS UNDER 18 YEARS OF AGE

\_\_\_\_\_, a minor, has my permission to participate in the use of the Internet and to access any portion of the Internet. I understand that there is a variety of information available on the Internet and some of this information is of an adult nature. I agree that I will not hold Carl Sandburg College, or agents of Carl Sandburg College, responsible for any materials the above named minor may access via computer.

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Parent/Legal Guardian Date

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Address Telephone Number

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City State Zip