Computer Conduct Code

The computing facilities at Southwestern Community College are provided for the use of Southwestern students, faculty and staff in support of the programs of the college. All students, faculty and staff are responsible for seeing that these computing facilities are used in an effective, efficient, ethical and lawful manner.

The following policies relate to their use.

- Southwestern is the owner of the technology including but not limited to accounts, hardware, software, programs and files, and the decision-maker regarding acceptable use of the computer facilities and accounts. Southwestern reserves the right to monitor this technology at any time.

- Equipment and facilities are to be used for college-related activities only. All access to computer systems, including the issuing of passwords, must be approved through the Computer Department.

- Computer equipment and accounts are to be used only for the purpose for which they are assigned and are not to be used for commercial purposes or non-college related business.

- An account assigned to an individual by the Computer Department must not be used by others without explicit permission from the instructor or administrator requesting the account or by the Computer Department assigning the account. The individual is responsible for the proper use of the account, including proper password protection.

- Computer Department personnel may access others' files when necessary for the maintenance or monitoring of the computer systems. When performing maintenance, every effort is made to insure the privacy of a user's files. However, if violations are discovered, they will be reported immediately to the appropriate authorities.

- Electronic communications facilities (such as e-mail) are for college-related activities only. Fraudulent, harassing or obscene messages and/or other materials are not to be sent or stored.

- No one may deliberately attempt to degrade the performance of a computer system or to deprive authorized personnel of resources or access to any college computer system.
• Loopholes in computer security systems or knowledge of a special password must not be used to damage computer systems, obtain extra resources, take resources from another user, gain access to systems or use systems for which proper authorization has not been given.

• Computer software or files protected by copyright is not to be copied from, into, or by using campus computing facilities, except as permitted by law or by the contract with the owner of the copyright. This means that such computer software may only be copied in order to make back-up copies, if permitted by the copyright owner. The number of copies and distribution of the copies may not be done in such a way that the number of simultaneous users in a department exceeds the number of original copies purchased by that department.

• Individuals are allowed to connect personal computers and notebooks on campus in the appropriate locations. Anyone connected to the network with a personal computer or notebook must still obey all rules of the college. Computers in the classroom are only allowed with permission of the instructor. Anyone breaking these rules will have their computer or notebook confiscated until matters are resolved.

• An individual's computer use privileges may be suspended immediately upon the discovery of a possible violation of these policies. Such suspected violations will be confidentially reported to the appropriate faculty, supervisors, department heads, Computer Department staff, and Vice Presidents.

• Violations of the policies will be dealt with in the same manner as violations of other college policies and may result in disciplinary action. The full range of disciplinary sanctions is available including the loss of computer use privileges, dismissal from the College, and legal action.

• Each lab has its own set of policies and procedures. It is the user’s responsibility to abide by the policies and procedures of these labs.

I have read the above policy and understand that when I use or access Southwestern's computer resources, I understand that my actions may be monitored. If I have questions about whether an activity is appropriate, I will contact the proper authority. I understand that violation of this policy will result in disciplinary action.

PRINT YOUR NAME HERE:  _____________________________________________________

SIGN YOUR NAME HERE:  __________________________________ Date: _______________