



COMPUTER USE GUIDELINES

Classroom computers and network facilities are provided as training resources for the courses offered by the College. We take pride in providing our students access to this technology, and we will continue providing our students with every advantage to prepare them for a new tomorrow. In order to maintain the highest possible level of availability and functionality of this equipment, the following guidelines have been established. It is the responsibility of every student to read, understand and return a signed copy of this document to their Admissions Associate during the admissions process. Students using computers in the Learning Success Center or Library will also sign a form during their initial visit. Each instructor is responsible for reminding the student of these guidelines and that the signed guidelines are a part of that student's academic record. The instructor is responsible for insuring that the computer use is limited to academic purpose.

1. No software or files of any type are to be installed, executed, copied (to, on or from) the classroom computers or the network except when expressly instructed to do so by the course instructor or a member of the Information Technology (IT) staff. You may, however, print files from the Internet or use the File-Save As command to save files to a floppy disk, CD, or flash memory device.
2. Internet access is provided for the sole purpose of course related research. It is not intended for e-mail and other personal correspondence. No file of questionable taste (pornography, explicit sexual language, or any material that may offend others) is to be viewed on or downloaded to the school computers or network. In addition, the College routinely blocks access to all social networking sites and known Web sites that offer access to music files, movie files, and other copyrighted materials. College computers may not be used to download or share unauthorized copies of copyrighted materials. Unauthorized distribution of copyrighted material, including but not limited to downloading and peer-to-peer file sharing, is strictly prohibited. Failure to comply with these policies will subject a student to disciplinary actions up to and including dismissal. Violation of copyright laws also may subject a person to civil and criminal liabilities, including significant fines, attorney's fees, and imprisonment.
Federal law may determine a person liable for actual damages and lost profits attributable to the infringement, including statutory damages from \$200 up to \$150,000. If a copyright owner hired an attorney to enforce his or her rights, the violator may also be liable for the attorney's fees as well as court costs. Criminal penalties may also be assessed against the liable party and, depending upon the nature of the violation, may include jail time.
3. The student is to save homework on a floppy disk or flash drive rather than the classroom computer's hard drive or the network drive unless the instructor directs otherwise.
4. Any floppy disk, CD, or flash drive memory device that has been used in off-campus computers MUST be virus scanned BEFORE being used in College computers. If a shortcut to Virus Scan is not on your computer desktop, please see instructions posted in the classroom.
5. No maintenance utilities that may reside on the classroom computer or the network are to be executed by the student unless expressly instructed to do so by the course instructor or IT staff. This includes, but is not limited to, running Disk Defragmenter or other utilities that come with the operating system software.
6. No modifications to the CMOS setup, hardware setup, or software setup and configuration of any kind shall be made by the student on classroom computers or the network unless expressly instructed to do so by the course instructor or the IT staff. This includes, but is not limited to, the following functions:
 - a) Changing screen savers
 - b) Changing screen colors
 - c) Changing the arrangement of icons
 - d) Changing the wallpaper
 - e) Moving or deleting files and/or programs
 - f) Changing the .ini files, the registration files or other system files
 - g) Moving mice, keyboard, monitors, and other accessories from one computer to another
7. No flyers, posters, banners, menus, or other documents not directly related to the course being attended or to College activities and programs shall be printed utilizing classroom computers, the network, or the reproduction or facsimile equipment at the College unless expressly instructed to do so by the course instructor or a member of the College Administration.
8. Students may not use College software, classroom computers, the network, or campus access to the Internet for profit.
9. Students should report any problems or maintenance issues to their instructor immediately so that the proper actions can be taken. Students are asked to give their e-mail address to their instructors for classroom communications.
10. The College is dedicated to provide the resources required for educational and research use. Legal alternatives to downloading and acquiring copyrighted materials are listed below. This list is reviewed and updated yearly. The results of the review can be found on the student intranet.
ECUCAUSE.edu and CAMPUSDOWNLOADING.com provide links to websites that provide legal alternatives to downloading music, movies, and more.

<http://www.educause.edu/Resources/Browse/LegalDownloading/33381>

<http://campusdownloading.psu.edu/resources.htm>

Please contact your Academic Dean should these alternatives not provide the means needed for education or research.

I have received an unsigned copy of these guidelines for reference.

Signature: _____

Date: _____

Print Name: _____