



SUBJECT: Computer Usage

REFERENCE: Policies of Southern West Virginia Community and Technical College

1. PURPOSE

To define and clarify the responsibilities and obligations of computer users at Southern West Virginia Community and Technical College.

2. SCOPE AND APPLICABILITY

This issuance applies to all computer users at Southern West Virginia Community and Technical College, including but not limited to students, staff, and faculty.

3. DEFINITIONS

4. POLICY

5. BACKGROUND OR EXCLUSIONS

6. GENERAL PROVISIONS

7. RESPONSIBILITIES AND PROCEDURES

A. Responsibilities of the User

Access to computing resources is a privilege Southern grants to all college faculty, staff, and students. Access may also be granted to individuals outside the college for purposes consistent with the mission of the college. Certain responsibilities accompany that privilege; understanding them is important for all computer users. These responsibilities follow.

B. Institutional Purposes

Use of Southern's computing resources is for purposes related to the college's mission of education, research, and public service. All classes of computer service users may use computing resources only for purposes related to their studies, their instruction, the discharge of their duties as employees, their



official business with the college, and other college sanctioned activities. The use of Southern's computing resources for commercial purposes is permitted only by special arrangement with the appropriate computing center or computer system administrator. The recreational use of the account for purposes unrelated to institutional goals is not allowed.

C. Security

The user is responsible for correct and sufficient use of tools each computer system provides for maintaining the security and confidentiality of information store on it. For example:

- Computer accounts, passwords, and other types of authorization are assigned to individual users and may not be shared with others.
- The user should select an obscure account password and change it frequently.
- The user should understand the level of protection each computer system automatically applies to files and supplement it if necessary for sensitive information.
- The microcomputer user should be aware of computer viruses and other destructive computer programs and take steps to avoid being their victim or unwitting vector. Specifically, users should not run disks from their home computers, or third parties, without ensuring that they are first tested by virus shield.

D. Legal Usage

Computing resources may not be used for illegal purposes. Examples of illegal purposes include:

- Intentional harassment of other users.
- Intentional destruction or damage to equipment, software, or data belonging to Southern or other users.
- Intentional disruption or unauthorized monitoring of electronic communications.
- Unauthorized copying of copyrighted material.

E. Ethical Usage

Since Southern is committed to maintaining and fostering the highest ethical standards, the computing resources must be used in accordance with the ethical standards of the college community as described in the Code of Student Ethics and the Academic Handbook. Examples of unethical use follow; some of these may also be illegal.

- Violations of computer system security.
- Unauthorized use of computer accounts, access codes, or network identification numbers assigned to others.
- Intentional use of computer telecommunication facilities in ways that unnecessarily impede the computing activities of others (randomly initiating interactive electronic communications or e-mail messages, overuse of interactive network utilities, etc.).
- Use of computing facilities for private business purposes unrelated to the mission of the college or college life.
- Academic dishonesty (plagiarism, cheating, etc.).
- Violation of software license agreements.
- Violation of network usage policies and regulations.



- Transmission of copyrighted pornographic materials or accessing them for purposes unrelated to Southern’s institutional purposes. Faculty must inform the campus AVP if their course content requires students to access such material.

F. Facilitative Usage

Southern’s computing resource users can help make the system efficient and effective by:

- Regular deletion of unneeded files from one’s accounts on central machines.
- Refraining from overuse of connect time, information storage space, printing facilities, or processing capacity.
- Refraining from overuse of interactive network utilities.

G. Sanctions

Violation of the institutional purposes and policies described above are serious matters and will be dealt with as such. Violators are subject to the normal disciplinary procedures of the college and, in addition, the loss of computing privileges may result. Illegal acts involving Southern’s computing resources may also be subject to prosecution by state and Federal authorities.

8. CANCELLATION

9. SIGNATURE

President

Date

Attachments

Distribution

Revision Date

September 1, 2000