

Computer/Internet Usage

Mitchell Community College provides computer, network and Internet access to students, employees and other authorized individuals in support of academic and administrative functions of the College. Use for other purposes is not acceptable. Computer, network and Internet access is a privilege which may be revoked at any time for abusive conduct.

Abusive conduct includes, but is not limited to:

- ▶ Altering equipment or peripherals.
- ▶ Installing a "virus" or other software.
- ▶ Running files to alter the system.
- ▶ Placing unlawful information on a system.
- ▶ Using abusive or objectionable language in messages.
- ▶ Hindering other users' ability to work.
- ▶ Causing congestion on the networks.
- ▶ Using other people's computer resources without authorization.
- ▶ Violating software license copyrights.
- ▶ Entering accounts without full authorization.
- ▶ Using College resources for a commercial venture or for personal profit.
- ▶ Allowing others to use a password or account other than their own.
- ▶ Violating system security.
- ▶ Transmitting any unlawful, harmful, threatening, abusive, harassing, defamatory, vulgar, obscene, hateful, racial, ethnic, or otherwise objectionable material.
- ▶ Distributing advertisements.
- ▶ Displaying materials which may be construed as obscene.
- ▶ Misrepresenting the identity of the user.
- ▶ Using the network for game playing.

If a conflict arises between system security/operation and the integrity of an individual's data, keeping the system operational will take precedence. Ownership of the contents of all disk storage on the network is retained by the College. Violations will be treated as academic misconduct with immediate loss of privileges. Any misdemeanor or felony violations will be reported to the proper authorities. Any malfunctions of equipment or any questions should be reported to the Institutional Technology Department or via email to helpdesk@mitchellcc.edu. For additional information, refer to the Institutional Technology Guidelines issued by the director of institutional technology.

Computer Software

Mitchell Community College purchases licenses for use of a wide variety of copyrighted computer software. The College does not own the copyright on this software or its related documentation and, unless authorized by the software developer or publisher, does not have the right to reproduce it. Any student or employee who makes, acquires, or uses unauthorized copies of computer software on campus shall be subject to disciplinary action.

Illegal reproduction of computer software can be subject to civil damages up to \$100,000 and criminal penalties including fines and imprisonment.

Student Email

All college-credit students enrolled are provided an email account. Email is an official and preferred method of communication for delivery of information. Students are responsible for the consequences of not reading in a timely fashion College-related communications sent to their official Mitchell email account. Students shall not transmit or originate any unlawful, threatening, abusive, fraudulent, hateful, defamatory, obscene, or pornographic communication. Students shall also not transmit any communication where the message, or its transmission or distribution, would constitute a criminal offense, give rise to civil liability, or otherwise violate any applicable law. Unsolicited commercial advertising, mass mailings, spam/hoaxes, and political propaganda by students are also strictly forbidden. All use of email will be consistent with other Mitchell Community College policies.