

Policy and Procedures for Internet Use Summer Program Johnson County Community College

This Policy and Procedures for Internet Use booklet has been prepared for Summer Program students with access to the Internet. The procedures set forth in this booklet shall be strictly observed and followed.

The classroom instructor will provide an Internet training session to all students who will be using the Internet.

JCCC will not be responsible for any damages or costs arising directly or indirectly from student or staff activities on the Internet.

JCCC will not be responsible for information that is lost, damaged, or unavailable due to technical or other difficulties.

JCCC will not be responsible for the accuracy or appropriateness of information retrieved via the Network. With access to individuals and computers all over the world, students may come into contact with material that is controversial, inaccurate, or offensive. JCCC has no control over the nature or content of information residing on other computer systems, and disclaims any responsibility to exercise such control.

STUDENTS

Students will abide by all JCCC policies outlined in the Internet Use booklet.

Students will use the Internet for educational purposes only. The Internet is not available for personal use. Students will not access sexually explicit or pornographic materials from the Internet.

Students will demonstrate full understanding of all topics covered in the Internet Use booklet.

PARENTS

Parents will gain a full understanding of all topics covered in the Internet Use booklet.

Parents will stress the importance of safe and appropriate use of Internet resources.

Parents understand that JCCC does not use filters or other devices to restrict access to offensive, objectionable or sexually explicit materials on the Internet.

APPROPRIATE LANGUAGE

On the Internet, it is important to respect the rights and opinions of others. Personal attacks on other users or language which is defamatory, obscene, abusive, profane (swearing), threatening, insulting, or discriminatory (to any race, religion, gender, or specific group) will not be tolerated. If a student is the object of such an attack or any unwelcome communication, the incident should be brought to the immediate attention of the instructor.

RULES

Do not destroy, modify, or abuse JCCC computer resources. This would include, but is not limited to, vandalism of computers, software and/or Network devices or intentionally bringing a virus to the Network; access program files, or other protected information.

Abide by a common code of ethics understood by all Internet users.

Do not publish any information that violates or infringes the rights of any other person.

Do not send junk mail, chain letters, etc. to large groups of people. This is referred to as spamming.

All Internet users have a right to privacy in their electronic communications. Do not access, modify, copy, delete or distribute files or data belonging to someone else without their permission.

Do not transfer or redistribute material that is not your own without the expressed written permission of the owner or authorized person. Copyright violations are punishable under state and federal law.

Do not attempt to use others' work as your own.

Do not attempt to gain unauthorized access to restricted Networks. Such activity may subject the user to criminal prosecution.

Do not read or damage others' data by deleting, copying or modifying.

SAFETY AND SECURITY

Since the Internet is faceless, it is easy for people to misrepresent themselves. The identity of the person(s) with whom you are communicating is not certain. It is especially important for students to guard their own privacy and the privacy of their peers.

Do not reveal any personal information (name, address, phone numbers, etc.) about yourself or others over the Internet.

JCCC Internet users are solely responsible for any activity conducted on the Internet under their personal log-ins, and you will be held directly accountable for any violations of applicable law or this Internet Policy which are traced back to your login.

Do not assume the identity of someone else or misrepresent yourself to others on the Internet.

Do not use the Internet to promote or encourage illegal activities, including but not limited to: the use of controlled substances, violence, theft of another's work or other property, defamation of any person or group of persons, or "hacking" (gaining unauthorized access to restricted Networks.)

Do not use the Internet to promote or encourage activities specifically prohibited by law or JCCC policies.

Do not intentionally introduce a virus into the Network or any other computer system on the Internet. Deliberate attempts to degrade or disrupt the performance of computer systems or Networks by spreading computer viruses may subject the user to criminal prosecution. If you believe that a virus may have been introduced into the system, notify your instructor or a college administrator immediately.

Do not download or transmit material, information, or software in violation of any local, state, or federal law.

GENERAL USE GUIDELINES

Avoid spreading computer viruses. Viruses are easily transmitted from machine to machine and can destroy data or whole programs. Some material acquired from the Internet may be infected with viruses.

Do not print documents without instructor permission.

Do not download or save documents without instructor permission.

Notify your instructor, not your peers, of any problems encountered when using the Internet.

Use the Internet in ways that support education and research and are consistent with the educational objectives of JCCC.

The Internet is not a textbook; some of the information accessed may be inaccurate.

Do not create, search for, attempt to access, view, distribute or save obscene, pornographic, or offensive material while using the Internet. As with any other media or information service, inappropriate material is available. This material does not support the educational objectives of JCCC and should not be accessed.

Do not participate in on-line games when using the Internet.

Do not use the Network for any product advertisement or endorsement, political lobbying, or commercial purposes.

Do not make purchases or subscribe to any other on-line providers when using the Internet. Any costs incurred by the students while on the Internet are the responsibility of his/her family.

ACCEPTABLE USE GUIDELINES

Purpose

JCCC provides computer Network and Internet access for students in the Summer Program. This service allows students to share information, learn new concepts, research diverse subjects. JCCC has adopted the Acceptable Use Guidelines to govern the conduct of students who access information on the Internet.

Acceptable Use Guidelines

Users shall adhere to the following guidelines of acceptable use:

- All use of the Internet will be in support of educational activities.
- Users will report misuse and breaches of Network security.
- Users shall not access, delete, copy, modify, nor forge other users' e-mails, files, or data.
- Users shall not use other users' passwords.
- Users shall not pursue unauthorized access, disruptive activities, nor other actions commonly referred to as "hacking," internal or external to JCCC.
- Users shall not disclose confidential information about themselves or others.
- User shall not utilize unlicensed software.
- Users shall not access or permit access to child pornography, obscene depictions, or other materials harmful to minors.

Prohibitions

Although JCCC reserves the right to determine what use of the Network is appropriate, the following actions are specifically prohibited:

- A. Transferring copyrighted materials to or from any JCCC Network without the express consent of the owner of the copyright.
- B. Use of the Network for defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, harassing, or other material prohibited by law or JCCC policy.

- C. Allowing another individual to use a personal password or otherwise share an account.
- D. Any attempt to circumvent system security or to identify another user's password or in anyway gain unauthorized access to local or Network resources.
- E. Use of the Network for commercial gain or profit.
- F. Relocating, repairing, reconfiguring, modifying, or attaching external devices to any Network system.
- G. Utilization of the Network to disseminate non-education-related material.
- H. Utilization of the Network as a means for advertising or solicitation.

Monitoring

The college JCCC reserves the right to monitor, without prior notice, any and all usage of the computer Network and Internet access. Any information gathered during monitoring may be copied, reviewed, and stored. All such information files shall be and remain the property of the college JCCC and no user shall have any expectation of privacy regarding his/her use of the computer Network or the Internet.

Internet Safety

JCCC does not use filtering software or devices to limit access to materials that are sexually explicit, obscene, or harmful to minors. Each student must have written parental consent in order to have access to the Internet during the Summer Program.

Penalties for Improper Use

Access to the Network and Internet is a privilege, not a right, and inappropriate use will result in the restriction or cancellation of the access. Inappropriate use may lead to any disciplinary and/or legal action, including but not limited to suspension or expulsion from the Summer Program, or criminal prosecution by government authorities. The college JCCC has the right to make the determination of what constitutes inappropriate use and use as an educational tool.