

# **Richard Bland College Acceptable Use Computer Policy**

## **The Computing Policy**

Use of the computing facilities at the College is a privilege enjoyed by all College members. In order for everyone to be able to use these computing resources, it is necessary for everyone to share resources equitably.

## **Account Security**

In order to fully utilize technology services available to students, students shall have a Blackboard account, an electronic mail and EZ Proxy (off-campus access to Library resources) account, and a Banner account. The first three accounts (Blackboard, email, and EZ Proxy) share the same user ID while Banner utilizes an R number user ID.

Students are responsible for safeguarding their log in information and passwords and any subsequent activity using their accounts. As a result, account sharing of any kind is a violation of College policy and expressly forbidden. If a student forgets his/her password, it must be reset. This activity will only be performed if the identity of the account owner is verified in person with a valid student ID. A student may request a password change at the Library, Admissions, or Registrar's office during normal business hours.

Students may log into various technology services on campus PCs. However, students must remember to log off before leaving the PC. Unscrupulous persons may take advantage of unwary users, accessing their email or Banner account information.

## **Account Privacy**

In order to protect the interests of Richard Bland College and its data, the college reserves the right to access and/or examine individual personal files and/or emails on any RBC maintained system when there is sufficient cause to suspect that those files compromise the security of the system involved or the files themselves constitute a violation of any prohibited item in this policy document. Investigations of suspected security or policy violations which require the examination of files must receive prior approval from the Director of Information Technology or his/her designee. In such situations, the users whose files required examination shall be informed of the reasons and purpose for the search.

No computer security system, no matter how elaborate, can provide 100%

security. Therefore, while IT makes every effort to provide a reasonable level of confidentiality for information stored on the network, we cannot guarantee the privacy or confidentiality of that stored information. Therefore, all users should be advised NOT to store confidential, financial, or personal information on a computer network.

It is important that all users understand that email is NOT private and users should not maintain any expectation of privacy while using emails systems. Information passing through or stored on Richard Bland College email servers may be monitored to insure adherence with Richard Bland College policies and guidelines.

## **Computing Resources**

Computer resources of the college are provided to support and enhance the educational objectives of the college. For that reason, certain activities which access the campus network or the on-campus Internet connection may be prohibited or blocked in computer labs, classrooms, and public areas when they consume scarce resources and thereby inhibit educational pursuits of other members of the college community. Typical prohibitions are gaming and playing Internet radio. For more information consult the Prohibited Applications page of the RBC IT Services area of the RBC web site. <http://www.rbc.edu/ITS/contraband.html>

Individuals under the age of 18 are not allowed to use campus computers unless they are currently enrolled as a student at Richard Bland College.

The following activities are also prohibited:

- Transmitting unsolicited messages which contain obscene, indecent, lewd or lascivious material or other material which explicitly or implicitly depicts, encourages or solicits illegal or indecent sexual conduct;
- Transmitting unsolicited messages which contain profane language or which pander to bigotry, sexism or other forms of discrimination;
- Sending messages that contain a threatening or violent message.
- Communicating any information concerning any password, identifying code, personal identification number or other confidential information without the permission of the controlling authority of the computer facility to which it belongs;
- Gaining or attempting to gain unauthorized access to, or making unauthorized use of, a computer facility or software. This includes creating, copying, modifying, executing or retransmitting any

computer program or instructions with the intent to gain unauthorized access to, or make unauthorized use of a computer facility or software.

- Creating, copying, modifying, executing or retransmitting any computer program or instructions intended to obscure the true identity of the sender of electronic mail or electronic messages, collectively referred to as "messages," including, but not limited to, forgery of messages and/or alteration of system and/or user data used to identify the sender of messages;
- Accessing or intentionally destroying software in a computer facility without the permission of the owner of such software or the controlling authority of the facility; .
- Making unauthorized copies of licensed software;
- Communicating any credit card number or other financial account number, or any social security number without the permission of its owner;
- Effecting or receiving unauthorized electronic transfer of funds; or using College information systems for commercial gain
- Violating any laws or participating in the commission or furtherance of any crime or other unlawful or improper purpose;
- Using the computer facilities in a manner inconsistent with Richard Bland College's license agreements or contractual obligations to suppliers or with any published College policy;
- Illegally using copyrighted software and materials, storing such materials on College information systems, or transmitting such materials over RBC network facilities;
- Knowingly engaging in any activity harmful to the College's information systems (e.g., creating or propagating viruses, overloading networks with excessive data, instituting or promulgating chain letters, or instigating unauthorized mass postings of any type);
- Subverting any College system or network security measures;
- Using College network or information systems to harass another person.

## **Policy Violation Response**

The following guidelines will be used when users are accused of violating computer policies:

1. An attempt to violate policy will be considered the same as an actual

policy violation.

2. An "attempt" is any act beyond mere preparation carried out with the intent to engage in conduct that is in violation of College policies.

## **Disciplinary Actions**

Enforcement and application of these regulations shall normally be handled by Academic/Administrative Information Technology personnel and/or appropriate departmental officials. However, cases may also be referred to the Council on Academic Integrity, Student Conduct Advisory Board or to appropriate law enforcement agencies.

Violation: Penalties for violation of these regulations include such penalties as the following

- A. Warning: Alerting a user to a regulation with the understanding that any recurrence of the behavior will result in disciplinary action.
- B. Loss of computer privileges: Limitation or removal of computer privileges, including restriction from the use of computer facilities for a period specified by College officials.
- C. Restitution for damages: Reimbursement for repairs to computer-related material, equipment, hardware, software, and/or facilities.
- D. Dismissal from Richard Bland College: Students may be suspended or expelled. College employees may be dismissed from employment.
- E. Referral to the judicial system: This could include local, state or federal authorities.

## **Copyright and Software Use Policy**

Respect for intellectual labor and creativity is vital to academic discourse and enterprise. This principle applies to all works of all authors and publishers in all media. It encompasses the right to acknowledgment; right to privacy; and right to determine the form, manner, and terms of publication. Users of campus computing resources are fully bound by the college's Copyright and Software Use Policy, which may be found in the college catalog and on the IT Services page of the RBC web site: <http://www.rbc.edu/its.html>. In addition, the RBC Library web site contains valuable information about copyright in an academic environment: <http://www.rbc.edu/library/Research/copyright.htm>.

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