



Changing Lives...Building Communities

Title of Policy: Student Computer Use & Internet Access Policy

Policy (check one) **New** _____ **Revised** **X** _____

Applies to (check all that apply):

Faculty _____ **Staff** _____ **Students** **X** _____

Division/Department _____ **College** _____

Background to Issue/Rational for Policy:

The purpose of this policy is to enforce the appropriate use of student computers and Internet access, inclusive of the State of Maryland, Information Technology Security Policy and Standards. Students should not have an expectation of privacy in anything they create, send, or receive on the computers. The computers and network resources and services, including Internet access are the property of BCCC, and may be used for educational and professional purposes only. All students are responsible to use these resources in an efficient, ethical and lawful manner.

Violation of this policy constitutes unacceptable use of computing resources, thereby violating the college's policy and State and/or Federal law. Students suspected or known of violating this policy will be forwarded to the Vice President of Student Affairs and will be adjudicated in accordance with the Student Code of Conduct. Violations may result in revocation of computing resource privileges, student disciplinary action, or legal action.

State/Federal Regulatory Requirements (cite electronic link, if applicable):

The State Information Technology Security Policy and Standards can be found at www.dbm.maryland.gov

College's Responsibility:

It is the policy of BCCC to ensure that all ordinances in this document are carried out by all personnel or the intended audience(s).

Policy Language:

RESPONSIBILITY OF USERS:

Students are responsible for safeguarding their logins and passwords and for using them for their intended purposes only. Each student is responsible for all transactions made under the authorization of his or her login. Students are solely responsible for their personal use of computing resources and are prohibited from representing or implying that their content constitutes the views or policies of BCCC.

A. STATE AND FEDERAL COPYRIGHT LAWS

- a. Students must comply with all software licenses, copyrights, and all other State and Federal laws governing intellectual property.
 - i. Any copyrighted, electronic information retrieved from computer or network resources must be used in compliance with applicable copyright and other law. Use of electronic versions of text, pictures, icons, etc. must have the proper citation that lists the owner of that material. Plagiarism of electronic information is subject to the same sanctions as apply to plagiarism in any other media.
 - ii. Students may not install software onto the computer network. All software installations must be performed by an authorized technician in the Computer Information Technology Services Department (CITS).
 - iii. All software protected by copyright must not be copied except as specifically stipulated by the owner of the copyright or otherwise permitted by copyright law. Protected software may not be copied into, from, or by any BCCC student, except pursuant to a valid license or as otherwise permitted by copyright law.

- b. Students are responsible for using standard e-mail and Internet etiquette. Etiquette includes: not forwarding private or confidential e-mail to any other person without permission of the sender; not altering or copying a file without first obtaining permission from the owner; not sending chain mail; not sending unsolicited mass mail.

B. STUDENTS ARE PROHIBITED FROM:

- i. Sending unsolicited mass mail ("spamming").
- ii. Altering system or hardware configurations without authorization or disrupting or interfering with the delivery or administration of computer resources.
- iii. Attempting to access another user's account, private files, or e-mail without the owner's permission; or misrepresenting oneself as another individual in electronic communication.
- iv. Misrepresenting oneself as another individual for the purpose of completing an online test, computer or online assignment. Suspected or known violations will be reported to the Chief Information Technology Officer (CITO) and will be forwarded to the Vice President of Academic Affairs. The Vice President of Academic Affairs shall forward any violations to the Vice President for Student Affairs in accordance with the Student Code of Conduct.
- v. Using computing resources to interfere with others' use of shared computer resources or to disrupt other computer users.
- vi. Using computer resources for illegal activities. Criminal and illegal use may include, but not be limited to, obscenity, child pornography, threats, harassment, copyright infringement, defamation, theft and unauthorized access. Conveying threats or harassment is defined as any speech that falls outside the scope of the First Amendment protection.
- vii. Using computer resources for political or commercial use.
- viii. Intentionally developing and using programs that disrupt other computer users or which access private or restrictive portions of the system and/or

damage the software or hardware components of the system. The use of any unauthorized or destructive program may result in legal civil action for damages or other punitive action by any injured party, including BCCC, as well as criminal action.

Originator/Division: Office of the President, Computer & Information Technology Services

Approved by the Board of Trustees: June 21, 2007