



Changing Lives...Building Communities

Title of Procedure: Student Wireless Use Procedure

Procedure (check one) **New** **Revised**

Applies to (check all that apply):

Faculty **Staff** **Students**

Division/Department **College**

Background to Issue/Rationale for Procedure:

This standard operating procedure provides guidelines for students using the Internet while connected to the BCCC's wireless network. The purpose of this procedure is to prevent inappropriate use of the Internet and eliminate potential risks that may occur while using college's resources. This procedure is subject to change as new technologies and methods of implementing these technologies emerge.

State/Federal Regulatory Requirements:

Information regarding Internet laws and the illegal use of the Internet for Cybercrimes such as investment fraud, child pornography, identity theft, intellectual property, etc. can be found at:

<http://www.cybercrimelaw.org/>

http://www.usa.gov/Citizen/Topics/Internet_Fraud.shtml

<http://www.cybercrime.gov/reporting.htm>

<http://www.oag.state.md.us/consumer/link.htm>

Procedure Language:

It is the procedure of BCCC to provide wireless access to students at both campuses and off-site locations. Wireless access to the Internet is another way that CITS provides technology opportunities for students to be efficient.

STANDARD OPERATING PROCEDURES

A. Usage

- a. Wireless access procedures are needed to:
 - i. Support the Academic Mission of the College.
 - ii. Promote greater security in campus networking.
 - iii. Protect BCCC from all unforeseen and unknown liabilities.

- b. Wireless use mainly applies to laptops.

- c. Wireless access is currently available at some locations; however, effective September 2008 wireless access will be available at both the Liberty and Harbor Campuses, BCED, and Reisterstown Plaza locations.
- d. The Internet is an unregulated medium. Not all sources on the Internet provide information that is accurate, complete, current, legal, or philosophically acceptable to every individual.
- e. BCCC is not able to monitor or control the content of the materials on the Internet.
- f. BCCC is released from all liabilities of students viewing, using, and engaging in unlawful activities while using the wireless network.
- g. Network reliability is determined by the level of user traffic and accessibility. Therefore, students should refrain from running high bandwidth applications such as downloading large music files and videos from the Internet.

B. Terms, conditions and rules

- i. BCCC's wireless Internet access is available to the public.
- ii. All users are required to provide their own laptops. BCCC will not be providing laptops for students or members of the community for wireless access.
- iii. BCCC is not responsible for wireless adaptors or support drivers that are not compatible with the college's wireless network infrastructure.
- iv. The college cannot be held responsible for connection failures, Internet service disruption, hardware failures, non-compliant software or denials of service.
- v. BCCC is not responsible for damages incurred to computing devices, including but not limited to laptops, as a result of individuals downloading files and/or applications to their devices.
- vi. All users are expected to comply with all federal and state laws, including but not limited to those regarding copyright infringement, file sharing or "peer-to-peer" software for illegally downloading copyright materials, obscenity, pornography, delivery of harmful materials to minors, and BCCC's policies and procedures for using the college's wireless network.
- vii. Any BCCC's staff person witnessing any inappropriate activity (violation of federal or state laws) has the right to notify the appropriate authorities.
- viii. Access to printers will not be available.

C. Recommended Hardware and Software

- i. A minimum of Windows 2000, XP SP2 (Professional editions.)
- ii. The latest Microsoft Security updates.
- iii. Up-dated anti-virus and anti-Spyware software
- iv. A compatible 802.11 a/b/g wireless adaptor.