

GUIDELINES FOR ACCEPTABLE USE OF COMPUTER NETWORK SYSTEM

A. System Users.

Any individual who has been granted the use of College computers or access to the College computer network services (the “computer network system” or “system”), including access from remote sites, is considered a system user. System users may include, but are not necessarily limited to, students, faculty, administrators, board members, and parents. Each user must sign a consent and waiver form.

B. Acceptable Use.

The use of computers and related services and media at McHenry County College must at all times be consistent with the educational and other objectives of the College. Users of the college’s computer network system must comply with these guidelines. College Administration may revise these guidelines from time to time, with or without notice, as needed for or useful to the sound operation and management of the system.

C. Privileges.

Access to the computer network system is a privilege, not a right, and may be denied, limited or revoked at any time. Inappropriate use of the system may result in a loss of system use privileges, and/or other discipline as appropriate up to and including termination.

D. Security of System and Responsibilities of System Users.

Security in the system must be a high priority for all users. Do not disclose your log-in ID or password to anyone, or attempt to log into the system as another person. If you become aware of any improper use of the system, or violation of security rules, you must notify your supervisor or the computer network system administrator immediately.

Users should not expect that files stored on College-based computers will be private. Designated administrators and faculty may review files and messages to maintain the integrity of the system, ensure that users are acting responsibly, conduct the business of the College and as otherwise required by Law.

E. Prohibited Uses.

The following activities are unacceptable and prohibited, and shall result in a loss of computer network system privileges and/or other appropriate disciplinary action, up to and including termination.

GUIDELINES FOR ACCEPTABLE USE OF COMPUTER NETWORK SYSTEM

Users shall not use the system to:

1. Retrieve, view, or disseminate obscene, indecent, or vulgar materials.
2. Retrieve, view, or disseminate any material in violation of any material in violation of any federal or state regulation or College policy. This includes, but is not limited to improper use of copyrighted material and improper use of passwords or access codes.
3. Transfer files or any software to or from a College computer without prior approval from an authorized staff member.
4. Engage in for-profit commercial activities, including advertising or sales.
5. Harass, threaten, intimidate, or demean any person or group of people.
6. Disrupt the educational or business process of the College, or interfere with the rights of others at any time.
7. Disrupt information network traffic, or interfere with network and/or connected systems.
8. Gain access without permission to the files of others, or vandalize another user's data or files.
9. Gain unauthorized access to resources or entities.
10. Improperly forge or alter electronic mail messages, or use an account owned by another user without permission.
11. Disclose the full name, home address, or phone number of any other person or reveal any other personal information regarding others. To protect themselves, users should not use the system to disclose their own names, addresses, phone numbers, or other personal information either.
12. Download, copy, print, or otherwise store or possess any data which might be considered in violation of these rules.

F. Vandalism.

Any type of vandalism or attempted vandalism (physical or electronic) to College computers, the College network, files of others or to the computer network system is prohibited and will result in immediate cancellation of computer network system privileges, appropriate disciplinary action and/or potential legal action. Vandalism

GUIDELINES FOR ACCEPTABLE USE OF COMPUTER NETWORK SYSTEM

includes, but is not limited to, the downloading, uploading, or creation of computer viruses.

G. Sanctions.

If any user engages in any of the prohibited acts listed above, the user may be subject to the following disciplinary actions:

1. Suspension of specific network privileges;
2. Revocation of specific network privileges;
3. Suspension of computer access;
4. Revocation of computer access;
5. Referral to legal authorities for prosecution; and/or
6. Other appropriate disciplinary actions up to and including termination.

H. Disclaimer.

McHenry County College makes no warranties of any kind whether express or implied, for the computer network system which it is providing to users. The College will not be responsible for any damages suffered as a result of use of the system including the loss of data resulting from delays; non-deliveries; mis-deliveries; unauthorized charges or fees; service interruptions; or the retrieval of material that is illegal, defamatory, obscene, inaccurate or controversial. The views, opinions, and information expressed over the college's computer network system are not necessarily those that are endorsed or expressed by the College. Use of any information obtained via the system is at the user's own risk. The college denies any responsibility for the accuracy or quality of information obtained through the system.