

Lake Region State College
Policy and Procedure Manual

SECTION 900.09.01
COMPUTER USAGE

Students

The privilege of using the Campus Area Network (CAN) and attached computer resources is extended to Lake Region State College students, faculty, staff and authorized users. The LAN is designed and intended to serve the institution's academic and administrative computer purposes. Users must also comply with the NDUS computer policy 1901.2

In order to ensure responsible, secure, legal and ethical use the following conditions shall apply:

Access to computing and networking resources, computer accounts, passwords and other types of authorization are assigned to individual users and must not be shared with others. Users are responsible for any use or misuse of their authentication information and authorized services. Users are encouraged to change passwords frequently to ensure privacy and security. Passwords will also change on a predetermined schedule.

The Campus Area Network is shared by faculty, staff and students, no one may use excessive bandwidth which interferes with service to others.

Users are prohibited from using, inspecting, copying, storing and redistributing copyrighted material and computer programs in violation of copyright laws. Software subject to licensing must be properly licensed and all users must strictly adhere to all license provisions (installation, use, copying, number of simultaneous users, term of license, etc.) Users shall not install or use software on the Campus Area Network in a manner contrary to law or this policy.

Users shall not participate in activities that may alter the integrity, function or security of the Campus Area Network or computer resources. This includes physical misuse, alteration of software or download executable files from the internet (unless instructed by faculty or staff) or creation or installation of user-owned software programs onto Lake Region State College computer equipment. This includes all forms of computer games not approved for use.

Users shall respect the privacy and personal rights of all other users. Users will refrain from intentionally using the computer to annoy, harass, terrify, intimidate, threaten, offend or bother another person by conveying obscene language, pictures or other materials. Users shall not use computing equipment, software and/or services for any illegal purpose.

Use of computing resources for business, profit or in a manner contrary to institutional, academic or administrative purposes is prohibited. Use of computing facilities to commit acts of academic dishonesty will be handled through existing campus procedures which address allegations of academic dishonesty.

Harmful activities are prohibited. Examples include, but are not limited to, IP spoofing; creating and propagating viruses; port scanning; disrupting services; damaging files or intentional destruction of or damage to equipment, software or data. Authorized users may not use computing resources for unauthorized monitoring of electronic communications.

Users shall not represent themselves as another individual in electronic communication. The use of anonymous remailers is prohibited.

Users should be aware that logs are created tracking Internet and e-mail use. These logs are primarily used for security purposes but may also be used to enforce computer usage policies.

Violation

Use of Lake Region State College's computer equipment contrary to this policy may result in:

1st Offense: Limitation of privileges for one (1) to two (2) weeks and/or a fine up to \$50.

2nd Offense: Limitation of privileges for one (1) to (2) weeks and/or a fine up to \$100.

3rd Offense: Limitation of privileges and forwarded to Assistant Vice President of Student Affairs for disciplinary action which could include suspension and a fine up to \$150.

Students may appeal disciplinary action by following the Student Appeals Procedure. The acceptance and use of a User ID and password implies you have read and agreed to this computer policy. Students, not Lake Region State College, will be held liable for illegal computer related activities.

Staff

The privilege of using the Campus Area Network (CAN) and attached computer resources is extended to Lake Region students, faculty, staff, and authorized users. The Computer Area Network is designed and intended to serve the institution's academic and administrative computer purposes. Users must also comply with the NDUS computer policy 1901.2

In order to ensure responsible, secure, legal, and ethical use, the following conditions shall apply:

Access to computing and networking resources, computer accounts, passwords, and other types of authorization are assigned to individual users and must not be shared with others. Users are responsible for any use or misuse of their authentication information and authorized services. Users are encouraged to change passwords frequently to ensure privacy and security. Passwords will also change on a predetermined schedule.

The (CAN) Campus Area Network is shared by faculty, staff and students; no one may use excessive bandwidth which interferes with service to others.

Users are prohibited from using, inspecting, copying, storing, and redistributing copyrighted material and computer programs in violation of copyright laws. Software subject to licensing must be properly licensed and all users must strictly adhere to all license provisions (installation, use, copying, number of simultaneous users, term of license, etc.). Users shall not install or use software on the Campus Area Network in a manner contrary to law or this policy.

Users shall **not** participate in activities that may alter the integrity, function, or security of the Campus Area Network or computer resources. This includes physical misuse, alteration of software or download executable files from the Internet or, creation or installation of user-owned software programs onto Lake Region computer equipment. This includes all forms of computer games not approved for use.

Users shall respect the privacy and personal rights of all other users. Users will refrain from intentionally using the computer to annoy, harass, terrify, intimidate, threaten, offend or bother another person by conveying obscene language, pictures, or other materials. Users shall not use computing equipment, software and/or services for any illegal purpose.

Use of computing resources for business, profit, political purposes or in a manner contrary to institutional, academic or administrative purposes is prohibited.

Harmful activities are prohibited. Examples include, but are not limited to, IP spoofing; creating and propagating viruses; port scanning; disrupting services; damaging files; or intentional destruction of or damage to equipment, software, or data. Authorized users may not use computing resources for unauthorized monitoring of electronic communications.

Users shall not represent themselves as another individual in electronic communication. The use of anonymous remailers is prohibited.

Users should be aware that logs are created tracking Internet and e-mail use. These logs are primarily used for security purposes but may also be used to enforce computer usage policies.

Violation

First and minor incident may be resolved informally by your supervisor in conjunction with the Campus Information Technology Security Officer. Minor infractions are those in which the impact on the computer or network resource is minimal and limited to the local network.

Subsequent and/or major violations may result in immediate loss of computer access privileges or the temporary or permanent modification of those privileges, including dismissal. More serious violations include, but are not limited to, unauthorized use of computing equipment, attempts to steal passwords or data, distribution or copying of licensed software, or other copyrighted materials, use of another's account, harassment or threatening behavior, obscene material, or crashing the system.

The acceptance and use of a User ID and password implies you have read and agreed to this computer policy. Users, not Lake Region State College, will be held liable for illegal computer related activities

History

Administrative Council Approved Updates 06/11/15