



Device Usage (Students)

Academics

The Campus learning experience includes daily use of computer technology. With this privilege comes the responsibility of mature behavior and considerate conduct. This agreement outlines the following and represents the minimum standards for acceptable behavior:

- Reasonable rules of conduct to ensure all students will find the equipment in serviceable condition.
- Restrictions on software, hardware, and Internet usage in the school environment to ensure students, faculty and staff are not exposed to offensive material or disruptive operations.
- Prohibitions on certain types of computer activities so both the student and school are protected from loss or damage.

Violations of the device usage policy may result in disciplinary action ranging from oral or written reprimand to dismissal from Campus.

Student Privileges

- Currently enrolled students may use Campus computer systems and software on campus during scheduled class and lab periods.
- Currently enrolled students may use personal devices (laptops, tablets, and smartphones) in classes when used for class-related purposes only, if approved by instructor.
- Graduates may use Campus computer labs only with prior approval from the Career Services Department. A Career Services representative will provide the graduate with a password to use while on campus.

Restrictions

- Campus computer systems and software may be used only for the stated educational purposes; no non-instructional use is permitted.
- During class, internet access is limited to class assignments and research; no personal use like surfing the net, messaging, social networking, or downloading games is allowed.
- Campus maintains logs of all internet and network traffic (wi-fi and wired) associated with student name, student ID, and device IP address.
- Students will respect the privacy of students and faculty when posting text messages, photos, and videos on social media outlets or any online resource.
- Cyberbullying in any form will not be tolerated and may be grounds for dismissal from Campus.
- Students or employees engaging in illegal or unauthorized downloading or use of copyrighted materials using the Campus network, including unauthorized peer-to-peer file sharing, will be subject to disciplinary action including warning, probation, suspension of accounts, and dismissal or termination from the college depending upon the nature and severity of the violation. Violators may

also be subject to civil or criminal legal action. Please refer to the Unauthorized Distribution of Copyrighted Materials (Including Peer-to-Peer File Sharing) policy for complete details.

Students Will Not... (Forbidden)

- Display sexually explicit or offensive materials or graphics.
- Delete, print, change, or manipulate the structure or content of another user's files, password or network access authority.
- Install any software without express direction of an Campus instructor or campus official.
- Download and/or save software from the Internet.
- Engage in illegal or unauthorized downloading or use of copyrighted materials
- Modify any software/ hardware configuration.
- Make copies of any software product(s).
- Delete, erase, or alter any permanently installed Campus software.
- Bring food or open drink containers into the computer labs.
- Load printer paper trays or clear printer feeding jams (refer to instructor).
- Use personal computers in class without the instructor's permission.
- Remove any hardware or software from campus.
- Post online images or video of Campus students or faculty without permission.

Procedure:

Please contact the director of education or campus director if you have any questions or would like clarification.