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STUDENT AND PUBLIC INTERNET/EMAIL/NETWORK ACCEPTABLE USE PROCEDURE

PURPOSE

Rowan-Cabarrus Community College (RCCC) provides student users with Internet access, network access, and, electronic mail (e-mail) services as required for the performance and fulfillment of educational responsibilities. Public users are provided Internet access via computers located in the Learning Resource Centers.

These services are provided for the purpose of instruction, research, and/or public service.

The Internet and RCCC's network and their resources are intended to support the open exchange of information among many different types of institutions. RCCC is connected to the Internet via the North Carolina Information Highway, which is one of the networks that comprise the Internet. The Internet connection at RCCC is provided to support and promote college-related research and educational activities, and as such, is consistent with the mission of the college.

RESPONSIBILITIES

The use of RCCC's Internet connection, college provided network services, and e-mail is a privilege, not a right, and inappropriate use will result in the cancellation of this privilege. Use of RCCC's Internet connection within the classrooms and the Individualized Computer Learning Centers (ICLC) is limited to employees and registered students. Internet connectivity within the LRC is available to the public. All users are expected to follow acceptable standards of ethics and conduct in their use of the Internet connection, network resources, and e-mail accounts. Responsible user conduct includes consideration for other users, as well as efficient and effective use of the Internet connection, network resources, and email account (as detailed within User Responsibilities below). Any use of resources that is inconsistent with these responsibilities is considered inappropriate use and may jeopardize further authorization for use or may result in termination of access.

Users are subject to the requirements for authorization, notification, and other conditions

specified in this procedure. The college may inspect, monitor, or disclose Internet, electronic mail, and/or network activities when required by and constituted by law when there is substantiated reason to believe that violations of any federal, state, or local law or any violation of Rowan-Cabarrus Community College policies or procedures have taken place.

It is the responsibility of users to use network services in a manner that maintains and enhances the college's public image. Violations of responsibilities may result in civil and criminal penalties to the maximum extent of the law. Users are liable for financially compensating RCCC for violations of responsibilities. Under contract with Rowan-Cabarrus Community College, users commit to the following responsibilities:

- To ensure that fraudulent, harassing, threatening, racist, sexist, offensive, or obscene communications and/or materials are not sent, printed, requested, or stored. Transmission of any materials in violation of federal or state laws or regulations is prohibited. Purchasing via the Internet is prohibited.
- To not reproduce or redistribute software and/or software keys licensed to Rowan-Cabarrus Community College.
- To know and observe the acceptable use policies of external networks accessed via RCCC's Internet connection.
- To ensure that the performance of RCCC's network is not degraded and that authorized users are not deprived of Internet and/or network resources or access by their activities. It is the user's responsibility to avoid the knowing or inadvertent spread of computer viruses. To avoid the inadvertent spread of computer viruses, authorized users must virus scan all removable media before using and/or downloading files to removable media. Do not download files to the hard drive.
- To ensure that all copyright laws, including licensing restrictions, are honored. Ownership of text, music, software, and other media is proprietary and therefore is protected to the full extent of the law and must be respected.
- To not intentionally interfere with the normal operation of computer networks or illegally gain access (i.e., hack) to the networks and the information contained within the network resources or attached equipment.
- To protect the integrity of the campus computer network and preserve bandwidth capacity, users must:

- Log off the college network (exit the browser) when not in use.
- Not use bandwidth intensive Internet features, such as streaming audio/video feeds, chat rooms, and bulletin boards, unless the activities are required as part of a RCCC course.
- To ensure that use is consistent with student behavior and conduct guidelines and is not for personal financial gain.
- To not view, download, save, receive, or send material(s) related to or including:
 - Offensive content of any kind, including obscene material.
 - Discrimination on the basis of race, gender, national origin, age, marital status, sexual orientation, religion, or disability.
 - Threatening or violent content or behavior.
 - Illegal activities.
 - Gambling.
 - Personal financial gain.
 - Forwarding e-mail chain letters.
 - Spamming e-mail accounts from RCCC's e-mail services or company machines.
 - Dispersing corporate data to RCCC's customers or clients without authorization.
 - Personal use that states or implies RCCC's sponsorship or endorsement of its message.

REVOCATION OF INTERNET/EMAIL/NETWORK PRIVILEGES

A student user's Internet access, e-mail privileges, and/or network access at RCCC may be temporarily suspended by the course instructor, instructional staff, or the Vice President, Student Services upon discovery of a possible violation of user responsibilities. The course instructor or instructional staff will report the temporary suspension to the Vice President, Student Services immediately for further investigation in accordance with the process specified in this procedure, appendix C. Confirmed violations of this procedure will be addressed under RCCC Procedure 7.16 - Student Behavior Standards/Sanctions and may result in the revocation of Internet access privileges, access to network resources, and/or e-mail accounts at RCCC for the semester, as well as other actions by the college.

A public user's Internet access at RCCC may be temporarily suspended with the authorization of a Vice President upon discovery of a possible violation of user responsibilities. Such suspected violations will be confidentially reported to the appropriate vice president for further

investigation. Confirmed violations of this procedure may result in the revocation of Internet privileges at RCCC for the semester, as well as other actions by the college.

PROCEDURE

There is a wide and growing variety of interconnected resources and networks on the Internet. RCCC does not own or control all the various facilities and communication lines through which Internet access is provided. Therefore, connections to outside resources and networks are subject to interruptions that may be beyond the control of RCCC. Also, some materials and communications accessible via the Internet may contain elements that are inflammatory, inaccurate, threatening, or potentially offensive. While our intent is to provide Internet access to promote and support college-related research and educational activities, students and the public can potentially access other materials.

Within the admissions form for the college, applicants are required to express their agreement to abide by all college policies and procedures, as listed in the college catalog. Their agreement to comply is evidenced by their signature on the admissions form.

To use RCCC's Internet connection and network resources in the Individualized Computer Learning Centers (ICLC), students must be registered for a course(s) during the current semester/term, present college approved identification, and, upon initial login to the reservation management system, acknowledge and accept appendix 7.18a (Internet/E-mail/Network Acceptable Use Agreement for the ICLC). To use RCCC's Internet connection in the Learning Resource Centers (LRC), student and public users must present a student ID with LRC bar code activated or RCCC library card and picture identification, read and understand appendix 7.18b (Internet/E-mail/Network Acceptable Use Agreement for the LRC) on the LRC computer sign-in sheet, and complete the sign-in sheet. The LRC will maintain a file of the completed sign-in sheets.

To receive e-mail privileges, students must be registered in an academic course or specified Continuing Education program. Each semester/term, the Director, Administrative Computer Operations will submit to Network Services, a list of registered students for the semester. Continuing Education will identify students authorized to receive email accounts. Student e-mail accounts are distinguished by the following addressing scheme:

rccc (period) , first 10 letters of the last name (period), the first initial of the first name followed by the last 4 digits of the Student ID (Student ID is not SSN). For example, for student Jane Smith:

rccc.smith.j1122@students.rowancabarrus.edu

Network Services will create the e-mail account for each student within two business days of receiving the documentation. E-mail accounts remain active until unused for 9 months and are subject to the terms and conditions of use established by the e-mail provider, whether the provider is RCCC or an external source utilized by RCCC, and this procedure.

*Original (signed) procedure is on file in the
Rowan-Cabarrus Community College President's Office
Dr. Jarrett T. Chandler, Jr., Interim President*