

## **LOS RIOS COMPUTER USE POLICY**

Welcome to the Los Rios Community College Computer Wide Area Network and Computer System.

As a user of this system, you must agree to follow the rules and regulations of the college district. A summary of those rules are in the pages that follow. Generally though, you must agree to behave this way:

1. To use this system for educational purposes only.
2. To respect the rights of others, to be fair in your use of the resources, and to use common sense.
3. To follow the directions of the college employees responsible for the system if you are asked to modify your use of the computer or to change your behavior.

For details and complete text of policies and regulations, please continue

## **LOS RIOS COMMUNITY COLLEGE DISTRICT**

Users of the LRCCD computer system agree both explicitly and implicitly, to abide by the following computer use policy whenever they log on to the system. Anyone not agreeing to this policy should log out now.

### **Rights and Responsibilities:**

Computers and networks can provide access to resources on and off campus, as well as the ability to communicate with other users worldwide. Such open access is a privilege, not a right, and requires that individual users act responsible. Users must respect the rights of other users, respect the integrity of the systems and related physical resources, and observe all relevant laws, regulations, and contractual obligations.

### **Maintenance and Organization of Web Pages**

The LRCCD District Office maintains control of the official district pages, including information about class schedules.

Individual campuses will maintain control of their own servers and official college pages. Each campus will designate personnel as Web Masters, Web Weavers, and if needed, additional personnel to maintain the college, area, and departmental pages.

### **Copyrighted and Licensed Materials**

No one may place any material owned and copyrighted by others on a Web page without the expressed, written consent of the copyright owner. Materials found on other Web pages must be assumed to be copyrighted unless the page contains a statement disclaiming such a right (for example, cartoons, articles, photographs, songs, software, or graphics scanned in from published works or other web pages). Links to existing material should be used instead. Material may be quoted briefly, however, if appropriate credit is given.

### **Commercial Activity/Private Business on the LRCCD Network**

Commercial activity on the LRCCD Network is allowed only for business done on behalf of the LRCCD or its colleges for district or college purposes and not for the benefit of private individuals or other unauthorized organizations. Running a private business on the LRCCD network is not permitted.

## **Penal Codes and Existing Legal Context:**

All existing laws (federal and state) as well as LRCCD and individual college regulations and policies apply, including not only those laws and regulations that are specific to computers and networks, but also those that may apply generally to personal conduct.

Misuse of computing, networking or information resources may result in the loss of computing and/or network privileges, both those that the LRCCD administers, and those that may exist in other departments associated with the LRCCD and its colleges and connected to its network. Additionally, misuse can be prosecuted under applicable statutes. Users may be held accountable for their conduct under any applicable Los Rios Community College District or individual campus policies, procedures, or collective bargaining agreements.

Pursuant to State of California law, any unauthorized access, attempted access, or use of any State computing and/or network system is a violation of Section 502 of the California Penal Code and/or other applicable Federal Laws, and is subject to prosecution. Students of any community college, state university, or academic institution accredited in this state may be subject to disciplinary sanctions up to and including dismissal from the academic institution.

Complaints alleging misuse of LRCCD computer resources will be directed to those responsible for taking appropriate disciplinary action as specified under Enforcement below. Illegal reproduction of software protected by U.S. Copyright Law is subject to civil damages and criminal penalties including fines and imprisonment.

Other organizations operating computing and network facilities that are reachable via the LRCCD network may have their own policies governing the use of those resources. When accessing remote resources from LRCCD facilities, users are responsible for obeying both the policies set forth in this document and the policies of those other remote organizations.

## **Infractions**

Examples of unethical conduct and/or irresponsible use of LRCCD computing privileges (examples of misuse include, but are not limited to, the activities in the following list):

Using the Internet to gain unauthorized access to any computer systems. Using computer facilities for work done on behalf of a commercial firm. Sending electronic mail messages containing material offensive to the receiver.

Copying a file from another computer user's account or floppy disk without permission.

Copying copyrighted computer software for use on another computer.

Unplugging or reconfiguring computer equipment to make it unusable or difficult to use.

Engaging in personal attacks: writing bullying, intimidating, threatening or harassing entries.

Making threats (directed towards others or yourself) without expecting the recipients of those threats, the district, the colleges, and the police to consider them real.

Displaying sexually explicit, graphically disturbing, or sexually harassing images or text in a public computer facility, or location that can potentially be viewed by other individuals.

Inappropriate mass mailing, which includes multiple mailings to newsgroups, mailing lists, or individuals, e.g. spamming, "flooding," or "bombing."

As with all matters of law and ethics, ignorance of the law does not excuse violations.

## **Enforcement**

Penalties may be imposed under one or more of the following: Los Rios Community College District regulations, American River College regulations, Consumnes River College regulations, Sacramento City College regulations, California law, Federal law.

Minor infractions of this policy, when likely accidental in nature, such as poorly chosen passwords, overloading systems, excessive disk space consumption, and so on will be typically handled internally to each college in an informal manner by electronic mail or in-person discussions. More serious infractions are handled via formal procedures.

Infractions such as sharing accounts or passwords, harassment, or repeated minor infractions as described in, but not limited to, the above policies may result in the temporary or permanent loss or modification of Internet access privileges, and notification of a student's counselor, the Dean of Student Services, or the instructional area dean, in the case of a staff or faculty individual.

More serious infractions, such as unauthorized use, attempts to steal passwords or data, unauthorized use or copying of licensed software, violations of District policies, or repeated violations as described in the above paragraph may result in the temporary or permanent loss of Internet access privileges. In all cases, the offender's associated college or department will be notified of the infraction. If the offender is a student, the case will also be referred to the students Dean of Student Services for appropriate action.

Offenses which violate local, state or federal laws will result in the immediate loss of all Internet computing privileges, and will be reported to the appropriate District and law enforcement authorities.