Access to E-mail and the Internet will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users throughout the world. Families should be warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make Internet access available solely to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunity for collaboration, exceed any disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information services.

College Internet and E-mail Guidelines
Students are responsible for good behavior on college computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General college rules for behavior and communications apply.

The network is provided for students to research and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Access is a privilege—not a right—and entails responsibility.

Individual users of the college computer networks are responsible for their behavior and communications over those networks. It is presumed that users will comply with college standards and will honor the agreements they have signed. Beyond the teaching and clarifications of such standards, the college is not responsible for restricting, monitoring or controlling the communications of individuals utilizing the network.

Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on college servers will always be private.

Within reason, freedom of speech and access to information will be honored. During class time, teachers of younger students will guide them toward appropriate materials.

Unacceptable Uses
1. Personal Safety
   - Students shall not post personal contact information about themselves or other people. Personal contact information includes name, addresses, telephone, school address, work address, etc.
   - Students shall not agree to meet with anyone met on-line, unless with parental approval and, preferable, parental presence at the meeting.
   - Students shall promptly disclose to a teacher or college administrator any message that the student feels is inappropriate or that makes the student uncomfortable.

2. Illegal Activities
   - Students shall not attempt to gain unauthorized access of any computer system or go beyond personal authorized access. This includes logging into the system through another person’s account or accessing another person’s file.
   - Students shall not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means.
   - Students shall not use the system to engage in any illegal act, such as arranging for a drug sale, purchasing alcohol, threatening another person, etc.
3. System Security
- Students are responsible for their individual accounts and should take all reasonable precautions to prevent others from using their account. Under no conditions should students reveal their password to another person.
- Students shall notify a teacher or administrator of any possible security problems with the system.
- Students shall follow computer virus protection procedures when downloading software.

4. Inappropriate Language
- Restrictions against inappropriate language apply to public messages, private messages, and material posted on Web pages.
- Students shall not use obscene, profane, lewd, inflammatory, threatening, or disrespectful language.
- Students shall not engage in personal attacks, including prejudicial or discriminatory attacks.
- Students shall not harass another person. Harassment is persistently acting in a manner that annoys another person.
- Students shall not knowingly post false or defamatory information about a person or organization.

5. Respect for Privacy
- Students shall not report a message that was sent privately to them without permission from the person who originally sent the message.
- Students shall not post private information about another person.

6. Respecting Resource Limits
- Students shall not download large files without system administration permission, unless absolutely necessary.
- Students shall not post chain letters or send a message to large numbers of people.
- Students shall frequently check their e-mail and delete unwanted messages promptly.

7. Plagiarism and Copyright Infringement
- Students shall not plagiarize works found on the Internet. Plagiarism is taking the ideas or writing of others and presenting them as if they were one’s own.
- Students shall respect the rights of copyright owners. If a student is unsure whether a work is copyrighted or whether you may reproduce a certain work, that student shall ask a teacher before using the work.

8. Inappropriate Access to Material
- Students shall not use the system to access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature).
- Students shall follow their parent’s instructions regarding any further material inappropriate for their access.

Violation of the above rules may result in dismissal from the class as well as other disciplinary or legal action.

PLEASE KEEP THIS POLICY FOR FUTURE REFERENCE!