

## COLLEGIATE HIGH SCHOOL 2018-2019

### ACCEPTABLE USE POLICY for COMPUTER AND NETWORK RESOURCES

**(Please retain for your records and information the policy on pages 2– 4;  
*please sign and return the contract on page 1.*)**

The Collegiate High School uses the Northwest Florida State College's internal networks and online connections, which provide a wide range of facilities for worldwide communication between individuals and for disseminating information and ideas. The college and the Collegiate High School support and encourage open access to electronic communication and information, such as communication with instructors, educators, and other students in connection with coursework and other college/Collegiate High School sponsored activities.

Since the resources at Northwest Florida State College are not unlimited, the college may give priority for resources to certain uses or certain groups of users in support of its mission. Consistent with the college's policy on equity and access, the use of information resources may not be denied or abridged because of race, creed, color, sex, religion, national origin, age, or physical disability.

To help maintain the proper functioning of computer and networking hardware and software, the college will take reasonable steps to ensure its computing resources are free of deliberately destructive software, such as viruses. Individuals must share responsibility for protecting college computers, and should ensure the integrity of any electronic media they introduce.

### USER GUIDELINES AND RESPONSIBILITIES

Northwest Florida State College provides a wide variety of computing and network resources for students, faculty, and staff. Those resources are intended for the legitimate business of the college and the Collegiate High School and are a *privilege, not a right*. Appropriate use of information resources includes instruction; research; and the official work of the offices, departments, recognized student and campus organizations, and other agencies of the college. Members of the college community shall use information resources responsibly and considerately.

The following guidelines apply to use of all computers and networks at Northwest Florida State College and the Collegiate High School.

- 1) The computing and network resources of the college may not be used to impersonate another person or misrepresent authorization on behalf of others or the college.
- 2) All messages transmitted from college computers should correctly identify the sender; users may not alter the attribution of origin in electronic mail messages or postings and may not send anonymous messages.
- 3) The computing and network resources of the college may not be used to harass another person. Users should not transmit to others or display images, sounds, or messages that might be perceived by a reasonable person as harassing. All computer-based activity must conform to the policies on student and sexual harassment.
- 4) College computers and networks may not be used to invade the privacy of others or make use of their work.

- 5) Users may not attempt to read or copy files belonging to others or decrypt or translate encrypted material, unless the files have deliberately been made accessible by the owners or authorization has been obtained to do so.
- 6) Electronic forums such as mail distribution lists, bulletin boards, wikis, USENET news groups, and social networks, all have expectations regarding subject area and appropriate etiquette for postings. Members of the college community must be considerate of the expectations and sensitivities of others on the network when posting material for electronic distribution.
- 7) Theft or other abuses of computer time are prohibited, including but not limited to, the following:
  - a. **entry into a file to use, read, or change the contents, or for any other purpose;**
  - b. **transfer of a file;**
  - c. **use of another individual's identification and password;**
  - d. **use of computing facilities to interfere with the work of another student, faculty member, or collegiate school/college official;**
  - e. **use of computing facilities to display, send or to collect obscene or abusive messages or images of any kind (including the download of inappropriate materials); or**
  - f. **use of computing facilities to interfere with normal operation of the college computing system.**
  - g. **use of computing facilities to download copyrighted music, videos and software without a legal license.**
- 8) Use of the college's computing facilities or systems for personal use beyond coursework assignments or work-related activities is prohibited.
- 9) Computer users must observe and comply with Federal, State, and local laws governing computer and information technology, as well as all college/high school rules and regulations.
- 10) Individuals may not use college computers and networks for frivolous purposes, make excessive demands on network or computing resources, including installation of non-college/ high school software, or incur additional costs for the college.**
- 11) The computing and network resources of the college may not be used for personal financial gain or commercial purposes.
- 12) Individuals must not intentionally damage or disable equipment or software; such damage includes the intentional introduction of computer viruses or other temporary or permanently disabling actions.
- 13) Computer "hacking" activities are expressly prohibited. Individuals must not attempt to undermine the security or the integrity of computing systems or networks and must not attempt to gain access. Users may not use any computer program or device to intercept or decode passwords or similar access control information. If security breaches are observed, they should be reported to the appropriate system administrators.
- 14) The computing and network resources of the college must be used in a manner consistent with Chapter 815, Florida Statutes Computer Crimes Act and Title 18, United States Code, Electronic Communications Privacy Act of 1986. Fraudulent use of the college's computing resources may result in felony prosecution and punishment as provided for in Florida Statutes, Chapter 775, Florida Criminal Code.**
- 15) Owners of computer accounts are responsible for all use of the accounts. They should follow guidelines to prevent use by others and report intrusions to the system administrators.
- 16) Copying or using software, except as explicitly permitted under licensing agreements, is a violation of the federal Copyright Act of 1976 amended (Title 17 US Code). Computer users should be able to prove ownership of software in their possession.

## STUDENT ACCOUNTABILITY

Violations of computer and network policy as outlined in this document are considered violations of the Collegiate High School Code of Conduct and are subject to the actions and procedures described in that code.

Violations of this acceptable use policy may result in immediate loss of access privileges.

Access will not be provided until and unless the student and parent/guardian sign and agree to the Collegiate High School Computer/Network Responsibility Contract.

## DISCLAIMERS

The College/Collegiate High School supports each individual's right to private communication and will take reasonable steps to ensure security of the network. However, messages on college computing resources are potentially accessible to others through normal system administration activities and to the public through public records laws. Hence, the college cannot guarantee absolute privacy of electronic communication.

**The College/Collegiate High School supports each individual's right to privacy of personal files. However, in the normal course of system administration, the administrator may have to examine user files to gather information to diagnose and correct problems. Additionally, with reasonable cause for suspicion and appropriate administrative authority, files may be examined by system personnel to determine if a user is acting in violation of the policies set forth in this document.**

The College/Collegiate High School cannot guarantee that, in all instances, copies of critical data will be retained on college systems. It is ultimately the responsibility of computer users to obtain secure backup copies of essential files for disaster recovery.

The College/Collegiate High School's computing network, software, and services are to be used only for legitimate educational purposes; however, it is impossible for the College/Collegiate High School to restrict access to all controversial materials available through network/internet access.

**(Please sign the contract on the first page and return it to the Collegiate High School office.)**