

## **INFORMATION TECHNOLOGY POLICIES and GUIDELINES** *For students*

Suffolk County Community College makes certain computing resources available to its students to support instruction, research and student development. These computing resources may include, but are not limited to, host computer systems, communication networks, Internet access, personal computers and peripherals, e-mail, software and data files. None of these facilities are provided for sending or receiving private or confidential electronic information. Space for web site hosting is only provided for students registered in courses requiring the development of web pages.

Resources are granted to students while they are affiliated with the college and continuing through the start of the following semester. Status is determined by current registration in credit courses. Students in non-credit courses may be granted access depending upon the nature of the course. Alumni of the College may be granted access in accordance with benefits provided by the Alumni Association.

All users of computing resources are presumed to have read, understood and agreed to abide by the Information Technology Policies and Guidelines.

Users of the C

o do the following:

1. Comply with the utilization policies of the C \_\_\_\_\_, which presently is SUNYNet/NYSERNET.
2. Maintain appropriate system security, including the protection of personal passwords, so that computing resources are not subject to unauthorized use. Users may not grant permission to others to use their accounts without prior approval.
3. Respect the rights of others to privacy, freedom from theft, harassment, or copyright infringement by not engaging in the following:
  - Unauthorized copying, modifying, or destroying of work on the computer systems, both at the College and available over the network, and from accessing or attempting to access password protected or explicitly restricted computing resources for which the user is not authorized; or
  - Practices which would create a hostile working or learning environment or cause harm to others and/or the system as a whole, including engaging in or disseminating illegal, obscene, threatening, or unwelcome electronic communication, displaying or printing sexually explicit material in a public location, damaging computer resources electronically or physically, or engaging in conduct that discriminates on a legally prohibited basis. See also the College policies prohibiting discrimination and sexual harassment.
4. Report security violations, including theft, vandalism, or unauthorized access, to the appropriate office.
5. Share resources equitably by avoiding activities that place a burden on system resources.

6. If hosting a web site, provide for a method to be contacted.
7. Each user is responsible for taking all reasonable precautions to ensure that viruses are not introduced into the College network. Individuals are to follow College procedures and directives to keep virus prevention software current. All material received on a floppy disk or other electronic or optical medium and all material downloaded from the internet or from a non-College computer must be scanned for viruses before being placed onto the College computer system.

#### Users of the C

1. Maintaining or operating a non-College enterprise for personal financial gain.
2. Taking or soliciting orders on an on-going or routine basis or advertising personal services or carrying out the business activities of a not-for-profit entity.
3. Using, decrypting or duplicating software, text, graphics, photographs, recordings, or any other tangible form of expression that would violate or infringe any copyright or similar legally recognized protection of intellectual property rights.
4. Loading or saving software that has not been provided by the College, unless approved by the laboratory coordinator.
5. Changing computer settings without permission of College staff, downloading files to the hard drive or placing bookmarks.



## Violations

Users who do not observe these standards are subject to restriction or loss of computing privileges, and could be subject to civil and criminal penalties. Disciplinary sanctions will be taken in accordance with the procedures set forth in the Student Code of Conduct, and can include interim sanctions that may involve removal of computer use privileges of those suspected of violating this policy.

The College reserves the right to take down or block access to sites within its domain when a claimed copyright infringement has been formally received as per the Digital Millennium Copyright Act of 1998. Upon receipt of a notification claim, the College

material claimed to be in violation. The site will remain off-line until such time that the site author removes the material in question, obtains permission to display the material from the copyright holder or provides proof that the material does not infringe upon the copyright of another. The College reserves the right to terminate the accounts of individuals who are found to be repeat infringers.

Board of Trustees  
February 1, 2002