



COLORADO COLLEGE
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Acceptable Use of Information Technology Resources

Information technology resources are central to the educational mission of Colorado College. All CC students, faculty, and staff members are encouraged to use these resources, provided that they respect the rights of others, abide by all College policies and applicable state and federal laws, and assume shared responsibility for safeguarding the College's information technology environment. The central principles that govern the acceptable use of College information technology resources can be summarized as follows:

- Colorado College's computing resources may not be used for any activity that is illegal, unethical, or contrary to the educational goals of the College.
- Students, faculty, and staff must comply with all applicable College policies and state and federal laws when using College computing resources.
- The College's information technology resources are impressive but limited, and users must avoid storing or using programs that interfere with the proper functioning of the network or that unnecessarily burden network capacity.
- Freedom of expression and the existence of an open environment conducive to inquiry and learning will be respected by the College with regard to use of computing resources, however, behavior that constitutes misconduct will not be protected.

GENERAL USE POLICIES

Common sense and respect for others are excellent guides to what constitutes appropriate behavior in the use of CC computers and networks. Prohibited conduct falls into several areas, including but not limited to unauthorized access, copyright violations, acts of destruction, invasion of privacy, and harassment. The policies listed below are not exhaustive, but should convey to users a broad sense of what behavior constitutes illegal, unethical, or inappropriate online conduct. As in other aspects of College life, you are bound by the policies and guidelines published in the Colorado College Pathfinder, Colorado College Handbook, and the various handbooks for Faculty, Staff, and Administrators. By using CC's information technology resources, you agree that you are familiar with these policies and will abide by those policies as well as this computing policy and any modifications made thereto in the future.

UNAUTHORIZED ACCOUNT OR SYSTEM ACCESS

Users may not access computers, software, data or information, or networks without proper authorization, regardless of whether any damage is done or whether the computer, software, data, information, or network in question is owned by the College.

1. You may not access or use, or attempt to access or use, any computer accounts other than your own assigned account or any computer system for which you have not been granted access. In other words, users should use only their own files, those that have been designated as public, or those that have been made available to them with the knowledge and consent of the owner. The College's Academic Honor System and its prohibitions against plagiarism and cheating, among other things, applies to student use of any files and information obtained on CC's computing resources used in the preparation of academic coursework.
2. Passwords should not be revealed to anyone else and should be changed frequently. You may not attempt to determine the password of another person through decryption or any means.
3. Impersonation of another user by sending forged information (e.g., sending email with an erroneous "sender") is prohibited.
4. Additionally, users may not send anonymous email or anonymous files from anywhere on campus.



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MISUSE OF COMPUTING RESOURCES

Every user is expected to use the computing facilities in a responsible manner which does not waste "soft" resources (e.g., computer time) or "hard" resources (e.g., paper, disk space, documentation materials.) The College's policy regarding Misuse of College Resources applies to your use of all CC computing resources.

1. No person may store or use programs on College-owned systems that violate or hamper another person's use of computing resources. Examples of such programs are ones that attempt to obtain another user's password, acquire another user's files, circumvent system security measures, or crash the computer system.
2. The devising and/or spreading of computer viruses is expressly forbidden.
3. The use of network draining tools, applications, files, or programs, such as computer games or MP3 files, is strictly prohibited on College-owned network resources, except as assignments for courses in which the student is registered.
4. Computer users should make no attempt to alter the condition or status of any computing network component in any manner, to alter software other than their own, or to copy software intended only for execution.
5. Computer users should not attempt to fix computers, printers, or other related devices. Problems with equipment should be reported to the Help Desk. Users should ask for assistance when using special paper for laser printers or when attempting to attach peripheral devices to computers.
6. Users of the computing labs should refer to procedural guidelines posted on bulletin boards in all computer labs. Smoking, eating, drinking, and making excessive noise is prohibited in public labs.
7. The printing of multiple copies of the same document is prohibited.

COPYRIGHT AND LICENSE PROTECTIONS

The author of a text or the creator of a graphic, program, or application is protected by copyright law unless s/he specifically releases that work into the public domain. In accordance with the College's policies governing the treatment of copyrighted materials, users should always obtain written permission from the original author(s) before copying electronic materials that are not in the public domain.

1. No user may copy, or attempt to copy, any proprietary or licensed software provided by or installed on College-owned resources. Copyright laws and license agreements protect much of the software and data that resides on the College's computer facilities. Unauthorized duplication of software may subject users and the College to both civil and criminal penalties under the United States Copyright Act.
2. Stolen or bootleg copies of software are not allowed on any Colorado College computing systems.
3. All shareware programs must be registered in accordance with their license and use provisions.

HARASSMENT

Computing resources may not be used to intimidate, threaten, or harass other individuals.

1. Colorado College's computing resources may not be used for any activities that violate the College's Anti-Discrimination Policy, Student Code of Conduct, workplace standards, or state or federal laws.
2. Computing resources may not be used to store, print, or send obscene materials or slanderous, harassing, or threatening messages.

VIOLATION OF PRIVACY

Respect the privacy of other users.

1. Files, tapes, disks, email, information, programs, and data owned by individual users should be considered private, whether or not the information is accessible by other users.
2. Tampering with email, interfering with or intercepting its delivery, and using email for criminal purposes may be felony offenses. The Electronic Communications Privacy Act places electronic mail in the same category as messages delivered by the US Postal Service.



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SUSPENSION OR REVOCATION OF ACCESS

Users suspected of violating these policies may be temporarily denied access to CC's information technology resources during investigation of the alleged abuse. The use of CC's information technology resources is a privilege. If a user is found to be in violation of these policies, this privilege may be revoked through temporary or permanent denial of access to such resources.

ADDITIONAL CONSEQUENCES OF MISUSE

Abusers of the College's information technology resources will be subject to existing disciplinary procedures under current College policies in accordance with the abuser's campus status. When appropriate or required by law, the College may request or provide assistance to law enforcement agencies to investigate suspected illegal activities.

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