

# Crowder College Computer Use Agreement

Crowder College (CC) provides students, faculty, staff, and members of the public with access to campus and global information resources through networked computing technology to enhance its educational, social, cultural, and economic missions and its service to its many constituencies. The primary function of information technology resources at CC is to support instruction and administration; other activities are secondary and may be subject to limitations. The CC Computer Use Agreement for all information technology resources at CC is based on common sense, common decency, and civility applied to a networked computing environment. Use of CC information technology resources is a privilege and assumes responsible, ethical, and legal conduct by the user.

Users are required to use computers in compliance with proper course or work assignments/activities. Any fraudulent use of college owned or operated computers will result in appropriate disciplinary action and in flagrant cases could result in dismissal.

All users should read this information before they use the computers and the computer network at CC. Use of the college's computer resources is subject to all college policies and all local, state, and federal laws including but not limited to the guidelines listed below. Registering for any class at CC and/or accepting employment with CC signifies that you have agreed to these guidelines.

1. There will be no food or drink in the classrooms and labs.
2. Users are to run or access only those programs specifically assigned or permitted by the College/instructor.
3. There are to be no games or similar software played on the college's computers.
4. Users are not to submit, publish, view, or display on the network any defamatory, abusive, obscene, profane, sexually oriented, or illegal material, nor shall the user encourage the use of controlled substances as proscribed in state and federal laws.
5. Classroom users may use e-mail only as assigned or permitted by the instructor. Network Administrators reserve the right to inspect e-mail as required by law or the policies of the college and to investigate complaints regarding e-mail that contain abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material.
6. Commercial use of the network is strictly prohibited, this includes the distribution of emails to Crowder employees and students for the purpose of selling items related to a business, including home based businesses.
7. Users may not use any computer or device, including individual owned computers or devices on the Crowder College network to copy, store, or otherwise reproduce software or material covered by the copyright laws. This covers music, movies, and written material such as books. Students, faculty, and staff are responsible for understanding how copyright law applies to their electronic transactions. Software such as Limewire, Bittorrent, Emule, Bitlord or any other Peer to Peer (P2P) software used to violate copyright laws will result in disciplinary action, including loss of network privileges.
8. Users are responsible for any charges, surcharges, or fees incurred while accessing the network.

9. Users may not use any computer or device, including individual owned computers or devices to intentionally harm data, software, or equipment that is part of the college network. Users are not to harm data or equipment belonging to another user or interrupt access to network resources. Users are held liable for any such software or equipment damaged.
10. Users may not attempt to gain access to information owned by CC or by its authorized users without the permission of the owners of that information. They may not attempt to intercept or read messages not intended for them. Users must identify themselves in all messages sent from CC computers.

Violation of any of the above guidelines may result in disciplinary action by the appropriate administrator and suspension or termination of the user's computer privileges. Any use of computing resources for any illegal purpose is prohibited, and will result in a forfeiture of use and may also be reported to the appropriate authorities. The user may also face further disciplinary action. The user may appeal the suspension of privileges in accordance with college policy.

Users have a lessened expectation of privacy when using computer resources owned by public institutions. Issuance of a password or other means of access is not a guarantee of privacy, license for abuse, or improper use of CC's computing resources and facilities. In the course of network administration, we may be required to open e-mail and files, and a forensic analysis may require the network staff to access, inspect computer systems or devices and copy files, disks, and diskettes of users that have been used on the network without notice.

Users will reimburse CC for any losses or damages, including reasonable attorney's fees incurred by the college as a result of any breach of this agreement. For additional information contact the Information Technology Help Desk at 455-5712, or e-mail [help@crowder.edu](mailto:help@crowder.edu).

Closing this document constitutes the acknowledgement and in agreement with the Crowder College CUA.

Revised: 04/01/2013