

# COMPUTER USE REGULATIONS



**Computer lab use is restricted to currently enrolled RVCC students. Priority is for academic use in the following order:**

- Computer course assignments
- Other academic assignments
- General research

Users must relinquish their computers to students needing them for a higher priority use.

All users of RVCC's computers acknowledge a full awareness of an agreement to RVCC Computer Users' Regulations. Violations of these, including tampering with the equipment or the software, may result in campus or civil prosecution.

## **A. Code of Conduct**

1. Users shall not permit others to use their accounts.
2. Users shall respect the privacy of other users; for example, users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users.
3. Users shall respect the legal protection provided by copyright and license to programs and data.
4. Users shall respect the integrity of computing systems; for example, users shall not intentionally develop programs that harass other users or infiltrate a computer or computing system and/or damage or alter the software contents of a computer or computing system.
5. Computing resource users are encouraged to practice cooperative computing; for example, regular deletion of unneeded files from one's accounts on shared computing resources, refraining from overuse of interactive network utilities, refraining from use of sounds and visuals which might be disruptive to others, refraining from use of any computing resource in an irresponsible manner.
6. Malicious use is not acceptable. Use should be consistent with the ethical standards accepted by the college community. Examples of unacceptable use include, but are not limited to, the following: harassment of other users; labeling or slandering other users; destruction of or damage to equipment, software, or data belonging to the college or other users; disruption or unauthorized monitoring of electronic communications; unauthorized copying of copyright-protected material; violation of computer system security; academic dishonesty (plagiarism, cheating, etc.); violation of another user's privacy.
7. Commercial advertising is not acceptable.
8. Faculty, staff, and students may use the system only for purposes related to their studies, their responsibilities for providing instruction, the discharge of their duties as employees, their official business with the College, and other College-sanctioned activities.
9. Use of College computer systems for recreational games is not acceptable.
10. Users shall not request to talk with other users repeatedly if the requested user does not respond.
11. Users shall not login from a second location while still logged in from a first location.
12. The College prohibits use of its resources, regardless of medium:
  - for any illegal activity
  - for commercial profit
  - for promotion of political or religious agendas except in public debate
  - for publishing or receiving obscene, pornographic, or indecent materials
  - for chain letters
  - for wasteful activities
  - for activities that place people or equipment at significant physical risk (including exposed electrical connections, ionizing radiation, heat, food or drink in a public computing site).

## **B. On-Line Etiquette**

1. Keep your messages short, to leave room for other messages.
2. Make your "subject line" as descriptive as possible.
3. Always include an introduction before your message.
4. When replying to a message, include some of the original message.

5. Always sign your name and tell where you are from. If possible, include your E-Mail address, and if appropriate, different addresses.
6. Always acknowledge that you have received a document or file someone has sent you.
7. Check your mail once or twice a week if you are waiting for letters.
8. Delete E-Mail once you have read it or save it on your disk.
9. Personal messages on conference, bulletin boards, and listserves are not allowed.
10. Anytime you send E-Mail, proof read and edit it so that there are no mistakes.
11. Don't reveal other people's private matters.
12. Be careful when using sarcasm and humor. Without face to face communications your joke may not be taken the way you meant it.

**C. Etiquette for Listserves and Discussion Groups**

1. Keep your questions and comments relevant to the focus of the discussion.
2. When replying to a message posted to a discussion group, check the address to be certain it's going to the intended location (person or group).
3. When signing up for a group, save your subscription confirmation letter so you will know how to UNSUBSCRIBE!
4. When going away for more than a week, unsubscribe or suspend mail from any mailing lists or LISTSERV services.

**D. RVCC Provider Code**

- As an Internet provider and an institution of higher education, RVCC is committed to the principles of personal privacy and the free and open discussion of ideas. RVCC, therefore, pledges that it will do everything possible to ensure the confidentiality of user files and individual usage information but reserves the right to monitor any data stored on RVCC servers or workstations in pursuit of violations of computer use regulations.