

Niagara County Community College Office of Information Technology

December 2009

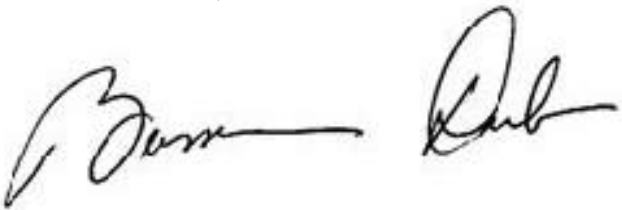


Students at Niagara County Community College:

By selecting NCCC as your place of study, you have chosen to attend a college whose faculty, administrators, staff, and alumni are committed to helping you achieve your educational goals. The information that follows pertains to your success at NCCC.

It is a reference guide to policies, procedures, regulations about academics, student conduct, student government and various services. Additional information about academic policies, procedures, and campus services is printed in the NCCC Catalog. Hopefully, you will use these documents to get to know your college and the ways you can take advantage of all that is available to you at NCCC!

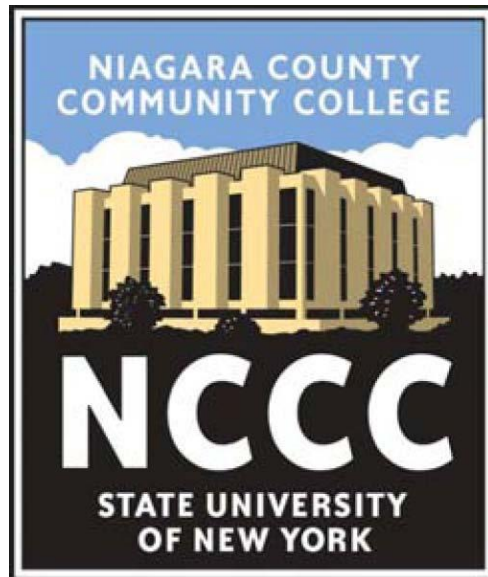
Best wishes,



Bassam Deeb, PhD
Vice President of Student Services

Niagara County Community College • Office of Student Services
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Sanborn, New York 14132-9460
Phone: (716) 614-6240 • Fax: (716) 614-6700

STUDENT
NCCCnet Computer Usage Policy



2009-2010

If You Need Help—Please Contact:

Academic Affairs A241, Ext. 6450 Dr. Greg Lamontagne
Affirmative Action A264, Ext. 5980
Counseling Services (Wellness Center) C122, Ext 6280
Disabled Student Services A167, Ext. 6728 Karen Drilling
Health Services (Wellness Center) C122, Ext 6275 Cheri Yager
Security Office G106, Ext. 6400 W. Ross Annable
Student Development A144, Ext. 6238 Allison Armusewicz
Student Life G243, Ext. 6255 David Yaksich
Tutoring E216, Ext 6215 Joan Mooney
VP of Student Services A265, Ext. 6240 Dr. Bassam Deeb
Veterans A144, Ext. 6234 Lorraine Fedrizzi

NCCCnet Use Policy

Introduction: Niagara County Community College provides computing resources to support NCCC users in academic research and the learning/teaching process.

Definitions:

1. NCCCNet means the campus-wide, computer-based data system which includes, but is not limited to, the host computer systems, College licensed software, College owned computers and related equipment, communication networks specifically, but not limited to, the internet.
2. User means any NCCC credit student, College employee or community member.
3. Student means any person taking a NCCC credit course at the main College campus or any official off-campus site.
4. College employee means any person eligible to be a member of the Educational Support Personnel Association, Faculty Association or Technical Personnel Association, a College administrator or part-time personnel.
5. Community member means any person who is not a NCCC credit student or College employee. Any person taking a NCCC non-credit course is a community member.
6. Electronic communications means e-mail and voice mail which includes, but is not limited to, the internet.

Confidentiality: NCCC will strive to provide privacy and academic freedom for all NCCCnet users while keeping within the College policies and practices and state and federal laws. While unauthorized access of a user's NCCCnet account is prohibited, NCCC cannot guarantee complete confidentiality of any user's NCCCnet account. In addition, all data on a user's NCCCnet account is subject to court order.

Software licensing: Per U.S. Code, Title 17, Section 106, software shall only be distributed per the licensing software agreement. NCCC is obligated to enforce all software licensing agreements.

Software and Computer Hardware Allocation:

- a. The Department of Administrative Computing or the Department of Academic Computing and the appropriate Vice President will:
 - 1.) determine what software will be loaded onto NCCCnet;
 - 2.) assign all computing hardware and related equipment.
- b. Users must obtain the approval of the Department of Administrative Computing or Department of Academic Computing and the appropriate Vice President before:
 - 1.) moving any College licensed software;
 - 2.) moving any College owned computing hardware or related equipment;
 - 3.) loading any software onto NCCCnet (individual computers and especially those involving server groups).

Rights and Responsibilities of Users:

- a. Only NCCC students and College employees are entitled to NCCCnet accounts.
- b. A NCCCnet account is intended for the sole use of the assigned user, and is non-transferable.
- c. Anytime a user is connected to NCCCnet, whether local or remote, the user is responsible to comply with the NCCCnet Use Policy.
- d. All users are responsible to respect the rights of other users.
- e. All users are expected to use NCCCnet in a responsible manner (e.g. users should not consume unreasonable amounts of limited computing resources).
- f. All users are responsible to protect their NCCCnet account password from discovery or use by another person.
- g. The assigned user is responsible for the usage of his/her NCCCnet account. If user knowingly or inadvertently makes his/her NCCCnet account password available to another person, he/she is responsible for any sanctions that may arise from the use of his/her NCCCnet account by another person.
- h. All users are responsible to report to the Department of Administrative Computer or the Department of Academic Computing if they suspect that their NCCCnet account was accessed without permission.
- i. All users are responsible to change their NCCCnet account password if they suspect that their NCCCnet account was accessed without permission.
- j. All students are responsible to backup data stored on their NCCCnet account.
- k. All users are responsible to maintain any privately owned software, personal computer or related equipment. NCCC is not responsible for any privately owned software, personal computers or related equipment.

Rights and Responsibilities of NCCC:

- a. NCCC has the right to control all policies and procedures governing NCCCnet.
- b. NCCC has the right to monitor the use of all computing resources and to protect the integrity of NCCCnet as well as any other College computing system or network. NCCC will honor a user's right to privacy, but reserves the right to monitor all communications transacted through NCCCNet. See Section VIII for prohibited behaviors.
- c. NCCC has the right to monitor all software loaded onto NCCCnet and remove any unauthorized software.
- d. NCCC has the right to allocate the use of all NCCCnet resources (e.g. time and space) as necessary. The Vice President of Operations has the discretion to allocate NCCCnet accounts to clients and persons associated with units in this area.
- e. NCCC has the right to terminate any user's NCCCnet account.
 - 1.) NCCC reserves the right to terminate employees' access to NCCCnet when their employee status ends.
 - 2.) NCCC will terminate students' access to NCCCnet when their student status ends—either the student terminates enrollment or fails to enroll for the next consecutive semester.
 - 3.) NCCC reserves the right to terminate any user's access to the NCCCnet if he/she violates this policy or he/she is no longer associated with NCCC.
- f. NCCC has the right to investigate any data stored on a user's NCCCnet account that caused or may cause a system problem and remove such data.
- g. NCCC will determine the level of access all users have to data on NCCCnet.
- h. NCCC bears no responsibility for loss of any data stored on a user's NCCCnet account due to system failure, user error or any other cause.

Prohibited Behavior:

Prohibited behavior includes, but is not limited to, the following and complies with conditions stipulated in the federal law Telecommunications Act 1996 Sections 502 & 507 Title V Subtitle A —“Obscene, Harassing and Wrongful Utilization of Telecommunications Facilities.” A copy of these laws will be available in the Library Learning Center.

- a. Violating any child pornography law, state or federal law, NCCC policy, copyright or software agreement while using NCCCnet.
- b. Accessing or attempting to access an unauthorized area of NCCCnet the user is not allowed to access. Hacking is prohibited per Public Law 98-473, Chapter XXI.
- c. Disrupting or attempting to disrupt the integrity of NCCCnet or any other College computing system or network.
- d. Altering or attempting to alter any College licensed software or the configuration of any College owned computer or related equipment.
- e. Circumventing or attempting to circumvent any data protection scheme.

- f. Discovering or attempting to discover any security loophole or possessing software to do such.
- g. Decoding or attempting to decode any encrypted material
- h. Deliberately wasting or overloading any NCCCnet resource.
- i. Viewing, downloading, trading or posting to a NCCCnet account or transporting across NCCCnet material that is non-business related, illegal, proprietary, obscene, in violation of the NCCC contractual agreements or otherwise damaging to NCCC.
- j. Harassing, threatening, defaming or otherwise causing harm to another person through electronic communications, whether by direct or indirect reference, including sexual and racially offensive jokes.
- k. Accessing or attempting to access another user's NCCCnet account.
- l. Manipulating or attempting to manipulate data in another user's NCCCnet account.
- m. Sharing one's NCCCnet password and account with another person.
- n. Misrepresenting one's identity in electronic communication.
- o. Plagiarizing any electronic work (e.g. text, graphics or programs).
- p. Violating any copyright or software agreement.
- q. Using NCCCnet for any commercial purpose unless authorized by the Office of the President.
- r. Reading, deleting, copying or altering electronic communications of others.
- s. Sending unsolicited —foprofit” personal messages or chain letters.
- t. Using the internet and e-mail for other than educational and work related purposes.

Any of these behaviors by a user will prompt a College official to take action. Procedures for Handling a Violation of the NCCCnet Use Policy or Misuse of NCCCnet Resources:

Complaints regarding a violation of the NCCCnet Use Policy or misuse of the NCCCnet resources should be directed to the person responsible for taking action.

a. Student:

A suspected violation of the NCCCnet Use Policy or misuse of NCCCnet resources by a student should be reported to the Vice President of Student Services, or designee, and handled through the Student Code of Conduct Policy.

While investigating the suspected violation or misuse, the Vice President of Student Services, or designee, may suspend a student's NCCCnet privileges. The Office of Student Affairs will notify the student, in writing, within three (3) working days that his/her NCCCnet privileges were suspended.

Sanctions:

A user's NCCCnet privileges will not be suspended unless the suspected violation is reasonably perceived to constitute unlawful activity; pose a risk to the integrity of NCCCnet or any other College computing system or network or present an imminent threat to the safety or welfare of NCCC, a student, College employee or another person in the community. Penalties that may be imposed include, but are not limited to, reprimand, temporary or permanent loss of using NCCCnet or referral to College, state and/or federal authorities.

Interpretation and Revision:

Any question about or interpretation of the NCCCnet Use Policy shall be referred to the Office of the President for final determination.

The NCCCnet Use Policy shall be reviewed annually under the direction of the Executive Vice President of Academic Affairs, Vice President of Student Services and the Vice President of Finance.