South Louisiana Community College provides basic computer services for students which enables study via computer. SLCC computer use is governed by the SLCC Computer Usage Policies. SLCC Computer Usage Policies apply to everyone who has an account through the college. Computer login accounts will be created for all students at the beginning of each semester. Students are expected to be professional and ethical and demonstrate good judgment when using SLCC technological resources.

**Equipment/Services**

Equipment/Services are the property of the state of Louisiana and are to be used for legitimate college purposes only. Likewise, Internet/Intranet services, e-mail, and other online services are to be used for legitimate, college-related communications only. State property also includes computers, software, and computer media such as diskettes, CD-ROMs, cartridges, tapes, optical disks, USB jump drives, etc.

**Content**

No obscenities, vulgarities, materials with sexual content, racial, age, disability, ethnic, or gender oriented communications are allowed. No defamatory and/or derogatory information are to be transmitted, received, printed, or stored. A recipient of improper (discriminating, harassing, obscene, defamatory, or derogatory communications should immediately lodge a complaint with the Dean of Students.

**E-mail**

Student use of the Internet/Intranet, e-mail, or other online communications and the materials stored on any SLCC computer, including computer hard drives and other media, such as diskettes, CD-ROMs, USB jump drives etc., is not privileged, nor private. The policy extends to anything you create, receive, print, or send. All materials stored on SLCC computers, on any media such as hard drives, diskettes, CD-ROMs, optical disks, USB jump drives, logbooks, and stored electronic documents, such as e-mail transmissions, are subject to review, for cause, at any time by IT supervisory personnel.

**Abuses**

Information Technology's network personnel track usage and periodically review equipment for patterns of abuse. Any discrepancies are brought to the attention of the Dean of Students. Abuses include all use of Intranet access, email, or other online services that are unrelated to legitimate college purposes. Access to chat sites and adult sites that offer access to sexual/pornographic materials, hate information, or racially or ethnically offensive materials is strictly prohibited.

**Copyrighted/Patented Materials**

Certain online information is copyrighted or patented, including texts, pictures, videos, and sounds. Students are NOT allowed to duplicate or download any software or materials that are copyrighted, patented, or identified as intellectual property. This policy is used in conjunction with all other policies related to the use of computer equipment, software, and computer-related services.

**Enforcement and Penalties for Violation**

Any student who violates any provision of this policy or other related SLCC policies, or applicable city, state, or federal laws or regulations, can face sanctions or expulsion from SLCC, depending on the severity of the offense.
ACCESS

SLCC provides no guarantees for availability and may discontinue services at anytime. Student accounts and drives are purged after each semester. By accessing SLCC resources you agree to the terms of this Policy and that SLCC, its staff, and officers shall not be liable for any damages or costs of any type arising out of or in any way connected with your use of this service. All security issues should be immediately reported to the Information Technology Manager.

MODIFICATIONS

SLCC reserves the right to review and change this agreement regarding the use of IT services at any time and to notify the user by posting an updated version of the agreement to the SLCC web site. The student is responsible for regularly reviewing SLCC policies. Continued use of the Service after any such changes shall constitute your consent to such changes. Any rights not expressly granted herein are reserved.

STUDENT INTERNET POLICY

ACCEPTABLE USE POLICY

Philosophy South Louisiana Community College (SLCC) encourages the use of student email as an effective and efficient way to improve communication between students, faculty members, and administrative staff. The primary purpose of student email is to meet academic, student life, administrative, and business needs of the College. While the College will continue to communicate through printed publications and written correspondences, it is expected that the College will increasingly use student email as an official means of communication with SLCC students.

Prohibited Conduct Use of the Internet provides great educational benefits to students. Unfortunately, however, some material accessible via the Internet may contain items that are illegal, defamatory, or potentially offensive to some people. Access to the Internet is given as a privilege to students who agree to act in a considerate and responsible manner. A student's privilege may be revoked if they violate any of the following rules regarding use of the Internet.

- Students are responsible for good behavior on the Internet, just as they are in any area of the College. General College rules for behavior and communications apply.
- Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that their files will always be private.
- The following are NOT permitted using campus IT resources.
  - Unlawful activities.
  - Commercial purposes.
  - Personal financial gain.
  - False identity in email communications.
  - Misrepresentation of SLCC.
  - Unsolicited electronic communications.
  - Disruption of electronic communications.
  - Corruption of electronic communications systems and services.
  - Obstruction of electronic communications systems and services.
  - Chatting or use of chat rooms.
  - Sending or displaying offensive messages or graphics.
• Using obscene language.
• Harassing, insulting, or attacking others.
• Damaging any computer, computer system, or computer network.
• Violating copyright laws.
• Using another person’s password.
• Trespassing in another person’s folders, work, or files.
• Intentionally wasting limited resources, including the use of “chain letters” and messages broadcasted to mailing lists or individuals.
• Revealing the personal address or phone number of yourself or any other person without permission from your instructor.
  o People working on class activities have priority using any equipment.

ACCESS RESTRICTION

Access to and use of student email is considered a privilege accorded at the discretion of SLCC. The college maintains the right to immediately withdraw the access and use of student email when there is reason to believe that violations of law or College policies have occurred. In such cases, the alleged violation will be referred to the Dean of Student Services for further investigation and adjudication. The range of sanctions for unacceptable use of student email includes expulsion from the College.

SECURITY

SLCC cannot and does not guarantee the security of electronic files on its computer systems. While steps have been taken to provide security, it is possible that the College’s technology systems may be breached. Because it is impossible to filter all materials transmitted or received via electronics means, the College cannot assure that users will not be exposed to unsolicited information.

PRIVACY

The general right of privacy should be extended to the extent possible in the electronic environment. SLCC and all electronic users should treat electronically stored information in individuals’ files as confidential and private.

EMPLOYEE INTERNET USAGE POLICY

SLCC provides all of its employees with Internet access so that they can obtain information useful to them for the performance of their job functions and duties.

PROPER INTERNET USAGE

  o All software and files downloaded from non-SLCC sources via the Internet (or any other public network) should be screened with SLCC approved virus detection software. Information Technology management must approve any modifications or additions made to an SLCC computer.
  o No illegal or pirated information or software should be downloaded or viewed.
  o Passwords transmitted or used online should be of different variation from those used within SLCC.
o SLCC prohibits employees from using the Internet to visit sites that are pornographic, sexually explicit, racial or ethnically biased or harassing or offensive in any way, either graphic or in text form.
o SLCC reserves the right to monitor any and all network activities to and from your computer including Internet access. Such activities may be archived and monitored at a future date.
o Inappropriate Internet usage will result in the loss of Internet access and may result in further disciplinary action, up to and including termination.

EMPLOYEE SOFTWARE POLICY

Standard software applications have been loaded on each employee’s computer consistent with the needs of his or her position. The SLCC Information Technology management must approve any modifications to these installations.

DOWNLOADING AND INSTALLING SOFTWARE

o No software may be downloaded from the Internet or any other source, installed or any modifications made to existing software without the approval of SLCC Information Technology department management.
o Only licensed software compatible with SLCC’s Information Systems may be installed on SLCC’s PCs.
o All software and files downloaded from non-SLCC sources via the Internet (or any other public network) must be approved by Information Technology management and should be screened with SLCC approved virus detection software.
o The staff of the Information Technology department will install the software according to the Information Technology department guidelines.
o Violations of these policies will result in immediate removal from the SLCC network topology and further sanctions as directed by SLCC management.