

Acceptable Use Policy

a secure password and, furthermore, should change their password frequently. Likewise, the

...maliciously, or in a manner that interferes with the normal operation of computers, terminals, peripherals, or networks.

- . Attempting to damage or to place excessive load on a computer system or network by using programs such as (but not limited to) computer viruses, Trojan Horses, and worms.
- h. Deliberately wasting or overloading computing or printing resources, or deliberately using excessive bandwidth on the network.
- i. Violating terms of software licenses in a agreement.
- j. Using college resources for non-academic commercial activity such as creating products or services for sale, without express College approval.
- k. Using electronic mail or other Information Technology resources to abuse, harass, or intimidate members of the College community on any basis, including race, ethnicity, religion, creed, gender or sexual orientation. Users are reminded that sexually suggestive material displayed inappropriately in public places, the classroom, or the workplace may constitute sexual harassment.

private e-mail, discipline, and/or criminal prosecution.

It is understood that users may unwittingly create problems for other users, for example, employing programs that monopolize the network bandwidth. In such cases, the Chief Information Officer (or his/her designate) will contact the user and explain why and how the user needs to modify his or her electronic behavior. A policy clarification letter may be written. In cases of repeated problematic behavior, the CIO may recommend to the appropriate Department Director that the user be notified of this recommendation and will be allowed the opportunity to provide a response to the recommendation. The final decision of the user's supervisor will be final.

Access to computing resources may be suspended temporarily at any time by the Chief Information Officer (or his/her designate), if there is clear evidence that the user's activities are used in a manner that seriously compromise the security of the system.

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