

Information Technology
Network/E-mail/Internet Acceptable Use Agreement

Form IT-D

1. PURPOSE

SWC owns and operates a variety of computing systems which are provided for the use of the Sisseton Wahpeton College faculty, staff, and students in support of the programs of the college and are to be used for education, research, academic development, and public service only. Commercial uses are specifically excluded. All faculty, staff, and students are responsible for seeing that these computing facilities are used in an effective, efficient, ethical, and lawful manner.

This agreement establishes rules and prohibitions that define acceptable use of these systems. Unacceptable use is prohibited, and is grounds for loss of computing privileges as well as discipline or legal sanctions under Federal, State and local laws.

2. AUDIENCE AND AGREEMENT

All users of SWC computing systems must read, understand and comply with the policies outlined in this document, as well as any additional guidelines established by the administrators of each system. Such guidelines will be reviewed by the SWC Board of Trustees and are subject to Board approval. ***BY USING ANY OF THESE SYSTEMS, USERS AGREE THAT THEY WILL COMPLY WITH THESE POLICIES.***

3. RIGHTS

These computer systems, facilities and accounts are owned and operated by SWC. SWC reserves all rights, including termination of service without notice to the computing resources it owns and operates. These procedures shall not be construed as a waiver of any rights of SWC, nor shall they conflict with applicable acts of law. Users have rights that may be protected by Federal, State and local laws.

4. PRIVILEGES

Access and privileges on SWC computing systems are assigned and managed by the administrators of specific individual systems. Eligible individuals may become authorized users of a system and be granted appropriate access and privileges by following the approval steps prescribed for that system.

Users may not, under any circumstances, transfer or confer these privileges to other individuals. Any account assigned to an individual shall not be used by others without

written permission from the systems administrator. The authorized user is responsible for the proper use of the system, including any password protection.

5. RESPONSIBILITIES

The Internet account holder is held responsible for his/her actions and activity within his/her account. Unacceptable uses of the network will result in the suspension or revoking of these privileges. Some examples of unacceptable use are:

- A. Using the network for illegal activity, including violation of copyright or other contracts.
- B. Using the network for financial or commercial gain.
- C. Degrading or disrupting equipment, software or system performance.
- D. Vandalizing the data of another user.
- E. Wastefully using finite resources.
- F. Gaining unauthorized access to resources or entities.
- G. Invading the privacy of individuals.
- H. Using an account owned by another user.
- I. Posting personal communications without the original author's consent.
- J. Posting anonymous messages.
- K. Downloading, storing, or printing files or messages that are profane, obscene, or that use language or images that offends or tends to degrade others.

6. SECURITY

Any user who finds a possible security lapse on any system is obligated to report it to the system administrators. The system must not be used until the system administrator had investigated the problem.

Users are ultimately responsible for backup of their own data, although the IT Department will make provisions to archive certain accounts.

7. CONFIDENTIALITY

Programs and files are confidential unless they have been made available, with written permission, to other authorized individuals. SWC Administration and the Director of Technology, including those individuals which they may so designate, reserve the right to access all information stored on SWC computers, including logging of Internet access. When performing maintenance, every effort is made to insure the privacy of a user's files. However, if policy violations are discovered, they will be reported immediately to the appropriate supervisor. If a violation is reported to the SWC Administration of the Director of Technology further monitoring may be viewed as warranted. Furthermore, accounts that have been placed on a probationary status may be periodically checked for ongoing violations.

8. SYSTEM USAGE

Electronic communications facilities (such as e-mail) are for college related activities only. Fraudulent, harassing, or obscene messages and or materials are not to be sent or stored. Since the SWC e-mail service is web-based and maybe accessed from anywhere on the Internet it is acceptable for individuals to use this system for their personal e-mail. This is not a waiver of any rights or policies established by SWC.

9. COPYRIGHT

Computer software is protected by copyright and is not to be copied from, into or by using campus computing facilities, except as permitted by law or by the contract with the owner of the copyright, and with the authorization of the Director of Technology. This means that such computer and microcomputer software may only be copied for archival purposes, if permitted by the copyright owner. The number of copies and distribution of copies may not be done in such a way that the number of simultaneous users in a department exceeds the number of original licenses allotted to that department by the Director of Technology based on the licenses owned by SWC.

10. VIOLATIONS

An individual's computer use privileges may be suspended immediately upon the discovery of a possible violation of these policies. Such suspected violations will be confidentially reported to the appropriate supervisors.

Violations of these policies will be dealt with in the same manner as violations of other college policies and may result in disciplinary review. Violations of some of the above policies may constitute a criminal offense and dismissal from SWC.

11. ADDITIONAL GUIDELINES

System administrators will establish more detailed guidelines, as needed, for specific computer systems and networks.

12. LEGAL MANDATE

The following is a statement regarding this system that is mandated, or may soon be mandated, by Federal and/or State law. This policy and procedure shall not be construed as a waiver of any rights of SWC.

These systems have the ability to read your mail: your own account and the system administrator account. While reasonable attempts have been made to ensure the privacy of your accounts and e-mail, this is no guarantee that your accounts or your e-mail is private.

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When you first log in to a computer you will be asked to change your password, please remember or keep your password in a safe place. You are responsible for the content that is your roaming profile.

Computer Log On: _____
(Example: jdoe)

Default Password: swcc

Email Address: _____
(Example: jdoe@swc.tc)

Default Password: swcc

*All letters should be in lower case for both of your computer log in and email.

I, _____, have read the SWC

(PRINT CLEARLY)

Network/Email/Internet Acceptable Use agreement, understand it, and agree to adhere to the principles and procedures detailed within. I understand and accept the conditions stated above, and agree to hold blameless, and release from any liability, the Sisseton Wahpeton College, the Sisseton Wahpeton Oyate, and its administrators and employees.

Signed _____ Date _____

Sisseton Wahpeton College Employee Email: _____@swc.tc

Sisseton Wahpeton Oyate Employee Email: _____@swst.us

Temporary Employee Email: _____