

## Mineral Area College Acceptable Use Policy

All full time MAC employees and all students in good standing are eligible for a MACnet account. Your MACnet account, as well as your access to and use of computers and equipment, is a privilege that may be revoked for failure to abide by any of the policies and guidelines set forth in this Agreement. By continued use, you are acknowledging your responsibility for the proper use of your account and agreeing to adhere to all policies specified herein. Questions related to the MACnet Computer Systems and Network Use Policy should be addressed to: Kent Kamp, Director of Computing Resources

## Computer Systems and Network Use Policy

1. Use of College computer systems and access to computer networks are services made available solely to further the mission of Mineral Area College. Commercial use is strictly prohibited.
2. You are responsible for the security of your account. Use of another user's account or loaning the use of your account to another is prohibited. Keep your password secret at all times. Ultimate responsibility for usage that does or does not conform to this policy is with the individual to whom the account was granted. If you suspect unauthorized access to your account, report it immediately to the Director of Computing Resources.
3. Most software available in College facilities is proprietary and is protected by licensing agreements, in addition to state and federal copyright laws. Therefore, copying software from a College computer system is strictly forbidden unless specifically authorized by an appropriate College authority. The installation or use of non-College owned or licensed software is also prohibited, unless individually authorized by the Director of Computing Resources.
4. Software and data available via "anonymous ftp" proxy avoidance, peer-to-peer file sharing at various sites across the Internet may be protected by federal copyright law, as well as the licensing provisions established by its authors or inventors. You are responsible for being aware of and complying with the licensing and copyright restrictions applicable to the software and data files you access. Your lack of knowledge will not justify a violation of the law, and could result in fines and incarceration. When in doubt, do not copy.
5. Federal law prohibits the transmission of certain software into certain foreign nations. When in doubt, do not send.
6. Users must respect the privacy of others at all times. Do not access the private computer files or communications of others, even if those files are unprotected.
7. Game playing by MAC employees during work hours is prohibited. Game downloading copyrighted materials such as television shows, movies, music, etc. even if purchased, is prohibited. Game playing by students in college laboratories is prohibited unless assigned as part of a course or done during approved hours. This includes interactive games, chat lines, personal computer games, etc.
8. Excessive bandwidth usage not associated with educational content delivery, across both the Mineral Area College wired and wireless networks will result in suspension or termination of your connection or account if it is deemed disruptive to the educational mission of this institution. Repeat violations will result in permanent termination of your network privileges.
9. The creation, dissemination or possession of chain letters or pornographic or illegal documents or images is strictly forbidden, and could result in fines, employment termination, and incarceration.

10. Abusive conduct or language is absolutely forbidden. Examples of such conduct include, but are not limited to:

- a. placing unlawful information on the system;
- b. sending annoying, harassing or obscene messages or images to anyone, either publicly or privately, including chat and emails;
- c. damaging any MAC hardware or software;
- d. deleting any MAC provided software or any data or communication not belonging to the user;
- e. excessive printing;
- f. knowingly introducing a computer virus or other destructive program.

The College will be the sole arbiter of what constitutes abusive conduct. In addition to the immediate revocation of account privileges, abusive conduct may also result in both criminal and civil liability, including the recovery of any costs incurred for the repair, replacement or restoration of any equipment, program, data or service, as well as those damages recoverable under section 537.525 of the Revised Statutes of Missouri. Mineral Area College reserves the right to review any material stored in files and to edit or remove any material the College, in its sole discretion, believes may be unlawful, obscene, abusive or otherwise objectionable.

11. Mineral Area College disclaims any responsibility for the content, quality, performance or any other aspect of the Internet. MINERAL AREA COLLEGE MAKES NO REPRESENTATION OR WARRANTY RELATING TO YOUR USE OF THE SYSTEM OR THE INTERNET, INCLUDING WITHOUT LIMITATION THE IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. IN NO EVENT WILL MINERAL AREA COLLEGE BE LIABLE FOR ANY CONSEQUENTIAL, INCIDENTAL, INDIRECT OR SPECIAL DAMAGES RESULTING DIRECTLY OR INDIRECTLY FROM YOUR USE OF THE SYSTEM OR THE INTERNET. You agree to defend, indemnify and hold Mineral Area College harmless from and against any claims, damages, losses, liabilities, costs and expenses resulting, directly or indirectly, from your use of the system or the Internet. Further, the College is not liable for the payment of any fees, charges or expenses incurred by an end-user.

12. In addition to the provisions of federal criminal law, fraudulent use of computer accounts, networks, mail services or other computer resources is a crime. Missouri law makes unauthorized access or interference with computer systems, computer data and other computer users a Class D Felony (Class A Misdemeanor where the damage is less than \$150).

13. Upon detection of a violation of the Agreement the College may immediately disable the account:

- a. Users violating the Acceptable Use Policy will be put on written notice by the Academic Dean, the Vocational Dean, or the Director of Computing Resources with the specific violations given.
- b. Users will follow the due process procedures listed in Board Policy to appeal the action resulting from the violation.
- c. Users will be reported to the appropriate authorities, including the police, FBI, and U.S. Homeland Security Department if the violation is deemed serious enough.

Anything not listed under this policy that Mineral Area College considers inappropriate or that is destructive to the mission of this college shall be considered a violation.