

Moraine Valley Community College
IMS Departmental CONDITIONS, RULES AND ACCEPTABLE USE AGREEMENT

The IMS department at Moraine Valley Community College has made it a priority to acquire and implement more advanced technologies and increase access to various learning opportunities that would benefit both students and staff. It is our pleasure to announce that we can now offer FTP access and web space to students and staff. We believe this computer technology will help increase student learning by allowing students and staff to access, communicate, and share information with individuals or groups and in doing so significantly expand their knowledge base. This Web server will be a powerful tool for life long learning and will only begin to open the door to the many advanced tools and resources we have to look forward to.

PROPER AND ETHICAL USE:

It is the users responsibility to utilize Moraine Valley Community College's IMS Web server in an efficient, ethical, and legal manner. Users of the server are expected to abide by the following policies, which are intended to preserve the utility and flexibility of the web server and protect the work of students, staff, and faculty.

Before a user may access and use the resources the Web server can provide, they will need to be issued an account. The IMS Department of Moraine Valley Community College reserves the right to access the users personal account and the Web server itself to the extent necessary to investigate security breaches or other infractions of the rules set forth in this agreement. The users own password will allow access to their user account and the user may not allow any other person or persons to use that account for any reason. In addition, it is the users responsibility to protect their account from unauthorized use.

When utilizing the web server, students and staff must understand and practice proper and ethical use. Prior to receiving an account, all students and staff must read, understand, consent and adhere to the terms set forth in the acceptable use agreement.

CONDITIONS AND RULES FOR USE:

1. Acceptable Use

- a) The purpose of the Web server is to facilitate communication in support of research and education by providing access to unique resources and opportunities for collaborative work. To remain eligible as a user, utilization of accounts must be consistent with the educational objectives of Moraine Valley Community College and be used only to support those goals.
- b) Transmission of any material in violation of any United States or state regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret.
- c) Use for commercial activities is **NOT** acceptable. Use for product advertisement or political lobbying is also prohibited.

2. Privilege

- a) **The USE OF THE IMS WEB SERVER IS A PRIVILEGE, NOT A RIGHT!**
- b) Inappropriate use, including any violation of the rules set forth in this agreement, may result in cancellation of the user's right to access and use the web server. Moraine Valley Community College, under the terms of this agreement, is authorized to determine appropriate use and may deny, revoke, suspend or close any users account at any time if any infractions of the rules set forth here should occur.

3. Monitoring

- a) Moraine Valley Community College reserves the right to review any material on user-accounts and to monitor file server space in order to make determinations on whether specific uses of the network are inappropriate. In reviewing and monitoring user-accounts and fileservers space, Moraine Valley Community College shall respect the privacy of user-accounts.

4. Network Etiquette

- a) All users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
 1. **Be polite.** Users must not get abusive in messages to others.
 2. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language. Do not engage in activities that are prohibited under state or federal law.
 3. Users must not reveal their personal address or phone numbers of students or colleagues.
 4. Users must not use the network in such a way that would disrupt the use of the network by other users.
 5. All communications and information accessible via the network should be assumed to be private property.

5. No Warranties

- a) Moraine Valley Community College makes no warranties of any kind, whether expressed or implied, for the service it is providing. Furthermore, Moraine Valley Community College will not be held responsible for any damages a user suffers. This includes loss of data resulting from delays, no-deliveries, mis-deliveries, or service interruptions caused by Moraine Valley Community College or by the user's errors or omissions. Use of any information obtained via the Web server is at the user's own risk.
- b) Moraine Valley Community College specifically denies any responsibility for the accuracy or quality of information obtained through its services. All users need to consider the source of any information they obtain, and consider how valid that information may be.
- c) Users must accept limitations or restrictions on computing resources, such as storage space, time limits, or amount of resources consumed, when asked to do so by the system administrators. Such restrictions are designed to ensure fair access for all users. Users are expected to use computing resources in a responsible and efficient manner.
- d) Users must accept responsibility for their own work by learning appropriate uses of software to maintain the integrity of what they create. **Keep archives and backup copies of important work.** Users should learn and properly use software that has features for securing or sharing access to their files on any computers they use.

6. Security

- a) The IMS Department of Moraine Valley Community College reserves the right to access its web server, including user's account, if it deems that account, or content stored in that account inappropriate.
- b) Security on any computer system is a high priority, especially when the system involves many users. Users must never allow others to use their password. Users should also protect their password to ensure system security.
- c) If users feel they can identify a security problem on the Internet, they must notify a system administrator. Do not demonstrate the problem to other users.
- d) Do not use another individual's account without expressed written permission of the account holder.
- e) Attempts to log on to the Web Server as a system administrator may result in cancellation of user privileges and possible litigation.
- f) Any user identified as a security risk for having a history of problems with other computer systems may be denied access to Moraine Valley Community College's IMS web server.
- g) Any attempt to circumvent system security, guess other passwords, or in any way gain unauthorized access to local or network resources is forbidden. Distributing passwords or otherwise attempting to evade, disable, or "crack" passwords or other security provisions will be considered a threat against the work of many others and is therefore grounds for immediate suspension of privileges. Users may not develop programs or use any mechanisms or software that alters or avoids accounting for the use of computing services or to employ any means by which the facilities and systems could be used anonymously or with an alias.

6) Security cont.

- h) Access to and utilization of the resources of the IMS Departments Web Server is a privilege and NOT a right; this privilege can be withdrawn or curtailed forthwith and without notice if there is a reason to believe that the user has or may have violated any rules or regulations set forth in this policy or under any applicable laws. Additionally, violation of this policy can result in further discipline under the appropriate procedures extant at Moraine Valley Community College or by civil or criminal prosecution. All users, as a condition of their access to or utilization of the IMS Web Server, agree to cooperate in every way with the IMS Department in an investigation of alleged improprieties or abuse of this privilege and waive any right of confidentiality. Failure to cooperate fully with the IMS Department shall be considered a violation of policy.

7. Vandalism and Harassment

- a) Vandalism and harassment will result in cancellation of user privileges and may also result in litigation. Tampering with IMS Department's Web Server will be considered vandalism, destruction, and defacement of school property and will be handled accordingly.
- b) Vandalism is defined as any malicious attempt to harm, modify, and destroy data of another user, the Web Server, or other networks that are connected to the Internet backbone. This includes, but is not limited to, the uploading or creating of computer viruses.
- c) Harassment is defined as the persistent annoyance of another user, or the interference of another user's work. Harassment includes, but is not limited to, the sending of unwanted mail.

8. Commercial, Political and Non-School Related Activities

- a) Persons may not use the IMS Web Server to sell or solicit sales for any goods, services or contributions. Furthermore, users may not use these resources to support the nomination of any person for political office or to influence a vote in any election.

9. Encounter of Controversial Material

- a) On a global network it is impossible to effectively control the content of data and in searching the Internet an industrious user may discover controversial material. This material may be considered inappropriate or offensive to users, parents, teachers or administrators. It is the **user's** responsibility not to initiate access to such material. Any decision by Moraine Valley Community College to restrict access to controversial material shall not be seen as an imposition of regulations on the use of the Internet. Moraine Valley Community College is not responsible for controlling the content of material on the Internet or access to such content.

10. Unacceptable Use may Include, But is Not Limited to, The Following:

- Accessing another person's individual account without prior consent or accessing a restricted account without the prior consent of the responsible administrator or teacher. The person in whose name an account is issued is responsible at all times for its proper use. Passwords should never be shared with another.
- Accessing, downloading, storing, or printing files or messages that are sexually explicit, obscene, or that offends degrades others. The IMS Department invokes its discretionary rights to determine such suitability.
- Any form of vandalism, including but not limited to, damaging computers, computer systems, or networks, and/or disrupting the operation of the server.
- Attempting to degrade or disrupt system performance or unauthorized entry to and/or destruction of computer systems and files.
- Attempting to evade, disable or "crack" password or other security provisions on the Web Server.
- Copying and/or downloading commercial software or other material (e.g. music) in violation of federal copyright laws.
- Copying or modifying files belonging to others without authorization including altering data, introducing or propagating viruses or worms, or damaging files.
- Creating and/or placing a computer virus on the web server.
- Intercepting or altering network packets.
- Misrepresenting a users identity.
- Plagiarizing, which is defined as the taking of someone else's words, ideas, or findings and intentionally presenting them as their own without properly giving credit to their source.
- Re-posting personal communications without the author's prior consent.
- Reproducing and/or distributing copyrighted materials without appropriate authorization.
- Revealing home phone numbers, addresses, or other personal information.
- Sending or storing for retrieval patently harassing, intimidating, abusive or offensive material. This means **NO NUDITY** in any form shall be permitted on the server.
- The use of profanity, obscenity or other language that may be offensive to another user.
- Transmission of any material in violation of any local, state, or federal law. This includes, but is not limited to: copyrighted materials, threatening or obscene material, or material protected by trade secret.
- Unauthorized installation, use, storage, or distribution of copyrighted software.
- Use of the web server for political activity.
- Use of the web server to store or place pornographic or obscene material on the web.
- Using an account owned by another individual
- Using the resources for commercial, sales or advertising purposes.
- Using the web server for financial gain or for any commercial or illegal activity.
- Wastefully using finite resources, or monopolizing data storage space or network bandwidth.

PENALTIES FOR IMPROPER USE:

1. Access to the Moraine Valley Community College IMS Department web server is a privilege and must be treated as such by all users of the system. Like any other campus facility, abuse of these privileges can be a matter of legal action or official campus disciplinary procedures. Depending on the seriousness of an offense, violation of this policy can result in penalties ranging from a formal reprimand, to loss of access, to referral to school authorities for disciplinary or legal action. In a case where unacceptable use severely impacts performance or security, in order to sustain reasonable performance and secure services for the rest of the user community, a users access privileges will immediately be revoked. In addition, pursuant to State of Illinois law, any unauthorized access, attempted access, or use of any state computing and/or network system will be considered a violation, and will be subject to criminal prosecution.
2. The web administrators reserve the right to deem what constitutes appropriate use and their decision is final. Also, the web administrators may deny any user access at any time as required. The administration, faculty, and staff of the IMS /LAN departments may request the network administrators to deny, revoke, or suspend specific user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the web server.

USER AGREES

I understand and will abide by the rules, responsibilities and behaviors defined in the Acceptable Use Agreement. I further understand that any violation of the above conditions, rules, and Acceptable Use Agreement is unethical and may constitute a criminal offense. I also am aware of the consequences of any inappropriate actions that are defined in this User Agreement. **Should I commit any violation, my access privileges may be revoked, disciplinary action may be taken (specific to your instructors policies) and in serious violations, appropriate legal action will be pursued.**